

General Services Administration
All Applicant Data Report
Announcement Number: 1812136AFMP
Position Title: Supply Specialist
Staging Area Number: SA-GSA-0001

Name: [REDACTED]
SSN: [REDACTED]
MIDX: 003776893
Address1: [REDACTED]
Address2: [REDACTED]
City: [REDACTED]
State: [REDACTED]
Country: [REDACTED]
Post Code: [REDACTED]
Plus4:
Telephone 1: [REDACTED]
Email: [REDACTED]
United States Citizen: ☐
Veterans' Preference: ☐
Military Service Dates (Start of Service - End of Service):
[REDACTED]
Location(s) Applied to: Kansas City, MO(US)

All Redactions are Exemption (b)(6)

Vacancy Questions and Responses

What locations do you wish to apply to?

Kansas City, MO(US)

What Grades do you wish to apply to?

11

12

Grade: 11

1. Please choose the answer that best describes your experience and/or education.

Answers:

3. I possess a combination of graduate level education and appropriate experience that together meet the qualification requirements of this position.

2. Please check the statement that applies to you, relating to time-in-grade requirements for the GS-11 level.

Answers:

1. I have held a position in the General Schedule at a grade equal to or higher than a GS-9 for at least one full year (or will have within 30 days from the closing date of this announcement.)

3. Do you have supply experience that includes using the Federal Catalog System's National Stock Number (NSN)?

Answers:

1. Yes

4. I have experience in the following related supply system programs:

Answers:

1. Multiple Award Schedules
2. GSA Advantage
3. GSA Global Supply
4. Product Management & Technical Services
5. Stock
6. GSA Special Order Programs
7. GSA E:Buy
8. EPS (Electronic Posting System)
9. JWOD (Javits Wagner O'Day Program)
10. FEDLOG
11. TIMS (Technical Item Management System)
12. NCAL (National Cataloging Action Log)

5. Do you have experience in proofreading technical information and commercial product

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literature catalogs in order to verify correctness and/or to perform analysis and review?

Answers:

1. Yes

6. Have you provided supply management decisions when issues to be resolved are complex and accompanied by insufficient data?

Answers:

1. Yes

7. As a regular and recurring part of the job(s) you have held, do you have experience using automated supply systems and/or programs?

Answers:

1. Yes

8. From the following, please select the response that accurately describes your experience in assisting customers with on-going logistics support, keeping abreast of operational changes that impact customers.

Answers:

4. I have lead or managed a unit responsible for providing customers with on-going logistics support. I ensured that my team was kept informed of all operational changes with an impact on our customers.

9. From the list below, select the software applications that you are proficient at and use in accomplishing day-to-day office functions.

Answers:

1. Microsoft Word
2. Microsoft PowerPoint
3. Email Programs (e.g., Lotus Notes, Outlook, Exchange, etc.)
4. Microsoft Access
5. Microsoft Excel
6. Microsoft Project

10. I have performed the following using an automated database system:

Answers:

1. Input data
2. Develop Ad-hoc reports
3. Run routine and/or canned reports
4. Analyze data

11. Choose the statement(s) that accurately describe your oral and written communication skills.

Answers:

1. Effectively communicated technical information to internal and external audiences.
2. Conducted training sessions with varied audiences with different levels of comprehension.
3. Effectively communicated organizational strategies, goals, objectives, or priorities on a regular basis.
4. Prepared and presented analytical information to senior management officials within the organization.
5. Developed and presented comprehensive material for reports, briefings or meetings with senior management officials.

12. Which of the following best describes your experience developing and writing reports describing/explaining supply logistics or supply chain matters?

Answers:

5. I am highly skilled at this job function. I have been acknowledged for producing accurate, complete, and timely reports describing/explaining complex and/or controversial supply logistics or supply chain issues.

13. I have experience applying supply regulations, policies and procedures.

Answers:

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1. True

Grade: 12

Specialized experience is experience researching, analyzing, and evaluating the effectiveness and efficiency of supply programs and/or operations in two or more of the following specialty supply areas: supply program management; inventory management; distribution facilities and storage management; packaging; and supply cataloging. Such experience must have included developing solutions to resolve complex supply issues and problems.

1. Do you have one year of specialized experience as described above, equivalent to the GS-11 level or higher in the Federal service?

Answers:

1. Yes

2. Please check the statement that applies to you, relating to time-in-grade requirements for the GS-12 level.

Answers:

1. I have held a position in the General Schedule at a grade equal to or higher than a GS-11 for at least one full year (or will have within 30 days from the closing date of this announcement.)

3. Do you have supply experience that includes using the Federal Catalog System's National Stock Number (NSN)?

Answers:

1. Yes

4. Which of the following best describes your experience in maintaining content in product information databases, ensuring accuracy; and working with others in the development of product content?

Answers:

5. I am highly skilled in maintaining content in product information databases, ensuring accuracy, and working with others in the development of product content, obtainment of product images, and reviewing of information on catalog production pages to ensure accurate information is presented to customers in an easy-to-understand fashion. I performed this task routinely and have conducted training in this area.

5. I have experience in the following related supply system programs:

Answers:

1. Multiple Award Schedules
3. GSA Global Supply
4. Product Management & Technical Services
5. Stock
6. GSA Special Order Programs
7. GSA E:Buy
8. EPS (Electronic Posting System)
9. JWOD (Javits Wagner O'Day Program)
10. FEDLOG
11. TIMS (Technical Item Management System)
12. NCAL (National Cataloging Action Log)

6. Do you have experience in proofreading technical information and commercial product literature catalogs in order to verify correctness and/or to perform analysis and review?

Answers:

1. Yes

7. Have you provided supply management decisions when issues to be resolved are complex and accompanied by insufficient data?

Answers:

1. Yes

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8. As a regular and recurring part of the job(s) you have held, do you have experience using automated supply systems and/or programs?

Answers:

1. Yes

9. From the following, please select the response that accurately describes your experience in assisting customers with on-going logistics support, keeping abreast of operational changes that impact customers.

Answers:

4. I have lead or managed a unit responsible for providing customers with on-going logistics support. I ensured that my team was kept informed of all operational changes with an impact on our customers.

10. I possess in-depth knowledge of inter-related supply processes such that I can perform the following duties :

Answers:

1. Recommend new or revised directives or implementing procedures
2. Provide authoritative interpretations and guidance to management officials and other supply specialists.
3. Resolve supply issues involving conflicting program requirements.
4. Review operating supply programs for adequacy, efficiency and need for improvement.

11. From the list below, select the software applications that you are proficient at and use in accomplishing day-to-day office functions.

Answers:

1. Microsoft Word
2. Microsoft PowerPoint
3. Email Programs (e.g., Lotus Notes, Outlook, Exchange, etc.)
4. Microsoft Access
5. Microsoft Excel
6. Microsoft Project

12. I have performed the following using an automated database system:

Answers:

1. Input data
2. Develop Ad-hoc reports
3. Run routine and/or canned reports
4. Analyze data

13. Choose the statement(s) that accurately describe your oral and written communication skills.

Answers:

1. Effectively communicated technical information to internal and external audiences.
2. Conducted training sessions with varied audiences with different levels of comprehension.
3. Effectively communicated organizational strategies, goals, objectives, or priorities on a regular basis.
4. Prepared and presented analytical information to senior management officials within the organization.
5. Developed and presented comprehensive material for reports, briefings or meetings with senior management officials.

14. Which of the following best describes your experience developing and writing reports describing/explaining supply logistics or supply chain matters?

Answers:

5. I am highly skilled at this job function. I have been acknowledged for producing accurate, complete, and timely reports describing/explaining complex and/or controversial supply logistics or supply chain issues.

15. I have experience applying supply regulations, policies and procedures.

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Answers:

1. True

16. Do you have experience in conducting research and analyzing and interpreting various management data, including guidelines and policies, to make logical decisions and improve efficiency?

Answers:

1. Yes

All Grades

PLEASE NOTE: The system has a navigation bar at the top of the each screen. Proceed through each step, providing any required information and documents until you reach the "Application Review" screen. To submit your application, you must select the "Submit Application" button at the bottom of the page or your application will be considered incomplete and you will not be considered for this vacancy. You may return to your application to make any changes or edits at any time prior to midnight Eastern Time of the closing or deadline of the announcement. If you make any changes to your application, be sure to navigate back through the steps and select the "Submit" button on the "Application Review" screen. Once you submit your application, you will be forwarded to the "Confirmation Page" where you can download all or part of your application, return to USAJOBS or GSA's dashboard.

Please Note: Effective January 1, 2010, the Office of Personnel Management (OPM) must authorize any employment offers we make to current or former (within the last 5 years) political Schedule A, Schedule C or Non-Career SES (Political) employees in the Executive Branch. So, if you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information to the Human Resources Office. Failure to disclose this information could result in disciplinary action including removal from Federal Service.

1. Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answers:

2. No

If you answered **Yes** then answer the following questions.

1.1. Please provide the following information regarding your most recent political appointment: Position Title; Type of Appointment (i.e., Schedule A, Schedule C, or Non Career SES); Agency; Dates held (beginning and ending dates)

Answers:

2. Are you applying for this position based on current eligibility under the Interagency Career Transition Assistance Plan (ICTAP)?

Answers:

2. No

If you answered **Yes** then answer the following questions.

2.1. If you are applying for this position under the Interagency Career Transition Assistance Plan (ICTAP), select the choice(s) that apply:

Answers:

3. Are you a current General Services Administration associate?

Answers:

2. No

If you answered **Yes** then answer the following questions.

3.1. GSA's Associate Performance Plan and Appraisal System states that to be promoted within GSA, an employee's most recent rating of record must be at the Level 3 or higher. Which of the following best describes the rating you received on your most recent

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performance appraisal (rating of record)?

Answers:

3.2. Please list the date received, level of rating, and the name of the supervisor who issued the rating. If you have not received a rating, please provide the reason you have not received one. Your response will be limited to 1,000 characters which is approximately one-quarter typewritten page.

Answers:

If you answered **No** then answer the following questions.

3.1. Do you have a current annual performance rating that is equal to pass or successful?

Answers:

1. Yes

3.2. Give the date of your last official appraisal, the name, title & phone number of the supervisor who evaluated your performance.

Answers: [REDACTED]

4. Please check the statements that apply to you, relating to your eligibility for noncompetitive consideration for a full performance level GS-12 position.

Answers:

4. [REDACTED]
[REDACTED]

5. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answers:

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

Assessment Questions

GRADE: 11

1. Please describe your experience using automated supply systems and/or programs. Include in your response the name of the systems and/or programs you have used and your purpose for using them. Limit your response to 4,000 characters which is approximately 1 typewritten page in length.

Answers: Operated unit level computer (ULC) to prepare all unit and organizational supply documents Scheduled and performs preventive and organizational maintenance on weapons and other sensitive item Posted transactions to property books and transaction files, request receipt and issue. Assisted in property accountability through the Property Book Unit Supply Enhanced (PBUSE) system ensuring total accuracy Initiated financial liability investigations of property loss (FLIPL).

2. Please describe your experience applying supply regulations, policies and procedures. Your response will be limited to 4,000 characters, which approximately one typewritten page in length.

Answers: Coordinating/researching and tracking of Stock Transfer Orders (STOs)/replenishment actions to facilitate resolution of backorders or take action to

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expedite delinquent contracts having an impact on unfilled orders using established policies/guidance.

GRADE: 12

1. Please describe your experience using automated supply systems and/or programs. Include in your response the name of the systems and/or programs you have used and your purpose for using them. Limit your response to 4,000 characters which is approximately 1 typewritten page in length.

Answers: Performing Demand Planning functions in coordination with the collaborative customer, Weapons System Program Managers (WSPMs) / Weapon System Support Managers (WSSMs), and Materiel Planners as required to ensure best materiel supportability available to DLA customers.

2. Please describe your experience in conducting research and analyzing and interpreting various management data, including guidelines and policies, to make logical decisions and improve efficiency. Your response will be limited to 4,000 characters, which approximately one typewritten page in length.

Answers: Performing Customer /Operational Studies by analyzing performance results from reports, statistical analyses, and customer surveys, and identifies trends; recommends new/improved customer support programs based on analysis of customer needs, ordering patterns, and customer service provided

3. Please describe your experience applying supply regulations, policies and procedures. Your response will be limited to 4,000 characters, which approximately one typewritten page in length.

Answers: Performing Customer Service Activities by informing customer of new and existing Defense Logistics Agency (DLA) services and capabilities; keeps customers abreast of changes to products that they order on a regular basis and provide emergency customer support. Ensuring inventory transactions relating to gains, losses, receipts, and issues are adequately processed and transactions related to requisitions, disposals, tests, and issue denials post to the appropriate records.

GRADE: All Grades

1. PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions. Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume. For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page. After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy. Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page. If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

Answers:

2. In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

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Answers:

3. We recommend that you print the questions and prepare your answers before you start the application process. If there are essay questions in this announcement, you can create your answer in a word processing program and then copy and paste it into the essay answer block.

Answers:

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Document Name: USJOBSResume

Name: [REDACTED]

AIDX: [REDACTED]

Telephone 1: [REDACTED]

Email: [REDACTED]

July 10, 2018



PROFESSIONAL SUMMARY

- 10 years experience in the US Army performing Logistics, 4 years experience in Correctional administrator, 7 months experience in Contracting/Purchasing/Buying, Strong Mathematical and Statistical skills
- Extensive experience in logistics, supply chain management, computer support and strong customer service. Strong analytical planning skills.
- Ability to coordinate the efforts of many to meet organizational goals
- Utilize existing computer support in challenging and highly collaborative environment. Performed creative problem solving techniques to resolve business and customer issues
- Provided good leadership skills for locally, nationally and internationally personal while understanding business operations
- Self-motivated, productive and organized
- Efficient team player highly motivated and committed
- Looking forward to new challenges and an opportunity to make a useful contribution
- Attention to detail and systematic in my approach

EMPLOYMENT HISTORY

General Supply Specialist (Resolution) Defense Logistics Agency (DLA) – Philadelphia, PA Sep 2016 – Present.

- Assisting in performing supply planning, including evaluating source data generated by the deployment plan (e.g., planned orders and planned arrivals).
- Analyzing and adjusting historical demand data to develop statistical forecasts for customer/item/location combinations that have demonstrated a demand pattern, and support the application of statistical models of prediction.
- Participating in the resolution of product quality, transportation, and supply discrepancies.
- Ensuring the timely processing of customer orders and customer access to products, accounts, and order information.
- Performing Customer Service Activities by informing customer of new and existing Defense Logistics Agency (DLA) services and capabilities; keeps customers abreast of changes to products that they order on a regular basis and provide emergency customer support.
- Ensuring inventory transactions relating to gains, losses, receipts, and issues are adequately processed and transactions related to requisitions, disposals, tests, and issue denials post to the appropriate records.
- Ensuring shipment issues and confirmations from the distribution

locations are posted in a timely manner, in order to maintain the integrity of the inventory record balances.

- Processing customer requirements, including, entering and reviewing orders, editing information for completeness and validity, determining availability of requested items and associated replacements/substitutions, and coordinating and validating shipment information.
- Serving as a senior Supply Specialist and subject matter expert on supply management policies, procedures and accountability transactions within the NATO School Supply Branch.
- Ensuring supply chain management services are provided accurately and in a cost effective manner while meeting performance standards and regulatory requirements.
- Identifying root causes of material receipt discrepancies and inventory errors to ensure immediate corrective action is taken.
- Performing Customer /Operational Studies by analyzing performance results from reports, statistical analyses, and customer surveys, and identifies trends; recommends new/improved customer support programs based on analysis of customer needs, ordering patterns, and customer service provided
- Facilitating the planning process by participating in meetings, reviewing and validating reports, assisting with issue resolution, reviewing performance, and identifying product and customer demand influences
- Coordinating/researching and tracking of Stock Transfer Orders (STOs)/replenishment actions to facilitate resolution of backorders or take action to expedite delinquent contracts having an impact on unfilled orders using established policies/guidance.
- Preparing and briefing materials including background information, recommendations, statistical data, charts and graphs; writing detailed reports concerning the status of their assignments and issues/problems identified in the course of performing the work.
- Performing Demand Planning functions in coordination with the collaborative customer, Weapons System Program Managers (WSPMs) / Weapon System Support Managers (WSSMs), and Materiel Planners as required to ensure best materiel supportability available to DLA customers.

Purchasing Agent Defense Logistics Agency (DLA) – Philadelphia, PA
April 2016 – Sep 2016.

- Performed Pre-Award and/or Post Award Acquisition functions on purchase orders.
- Performed market research, identifies potential vendors and creates the solicitation package.
- Considered financial responsibility of suppliers by evaluating contract performance on previous contracts.
- Monitored vendor performance for compliance with terms and conditions of the award
- Prepared solicitations, evaluation of quotes, and prepares award documents.
- Performed evaluation of offers, negotiates utilizing comparative price analysis, and recommends award to the Contracting Officer.

- Procured items awarded through formal advertising and/or through use of negotiation techniques
- Reviewed requisitions to determine that proper specifications or purchase descriptions are included in solicitation documents
- Processed customer requirements, including, entering and reviewed orders, editing information for completeness and validity, determining availability of requested items and associated replacements/substitutions, and coordinating and validating shipment information
- Performed a variety of post-award administration functions such as monitoring contract compliance as well as the performance of the contractor and taking appropriate action when necessary.
- Reviewed solicitations and amendments for adequacy and completeness
- Procured items awarded through formal advertising and/or through use of negotiation techniques
- Worked with customers experiencing problems with the web-based ordering tool, to include registration and resetting password, and making sure they have the latest vendor catalog.

Replenishment Coordinator/ Logistics Coordinator [REDACTED],
[REDACTED] – Ewing, NJ Dec 2015 – Jan 2016

- Monitored and reported on contract manufacturer plan attainment and Resolved Finished Good invoice discrepancies.
- Performed supply planning, including evaluating source data generated by the deployment plan (e.g., planned orders and planned arrivals)
- Coordinated STO process to maintain on-time and compliance metrics
- Coordinated MRP activities to insure material availability and minimize obsolete costs
- Released and expedite raw materials to achieve production plans
- Created and maintained purchase orders
- Participated in the resolution of product quality, transportation, and supply discrepancies
- Conducted monthly book to book inventory reconciliations.
- Collected, evaluated, and summarized performance data pertaining to specific agency program goals and objectives and those of customers; leads forums and meetings to communicate ideas and solicit feedback toward improving business/customer support operations.
- Led a team in clearly defining the logistics or supply issue, mapping and analyzing the current processes, identifying areas for improvement and developing revisions to modify and improve applications to improve operational efficiency and effectiveness.
- **Time and Leave Specialist** Justice, Bureau of Prisons/Federal Prison System-Ft- Dix, NJ Jan 2015-Sep 2015
- Responsible for posting on a daily basis, computed, balanced hours of work and keying them into the time and attendance records system for personnel in the institution.
- Posts, examines, computes and balances hours on time and leave records;
- Interpreted and applied regulations regarding appointment entitlement, leave earnings, charges of leave, posted legal holidays, leave without pay, continuation of pay, authorized

- absence, etc.
- Determined appropriateness of hours being charged and types of special pay
- Researched and resolved discrepancies found in time/pay issues
- Provided advice and guidance to employees and supervisors on applicable rules, regulations and procedures relating to time and leave issues
- Determined eligibility for pay and benefits based on set factors
- Maintained files of timekeeping records via regular paper files and electronically
- Performed word processing functions to produce memorandums, correspondence, and meeting minutes
- Provided support for administrative personnel in maintaining data on spreadsheets or databases
- Conducted orientation briefing of all new employees regarding timekeeping/payroll matters
- Initiated personnel action requests regarding items such as names changes, resignations, transfers, appointments, and leave without pay

Logistics Supply Specialist U.S Army Active - Ft-Drum, NY, [REDACTED]
[REDACTED], Germany, Ft-Jackson, SC March 2010 to July 2014

- Served as the Unit Supply Specialist to request, receipt, managing the Supply Discipline Program
- Received, inspected, inventories, stores, delivers, equipment
- Performed turns-in of supplies and maintained accountability of individual, organizational, installation, and expendable supplies and equipment
- Operated unit level computer (ULC) to prepare all unit and organizational supply documents
- Scheduled and performs preventive and organizational maintenance on weapons and other sensitive item
- Posted transactions to property books and transaction files, request receipt and issue.
- Assisted in property accountability through the Property Book Unit Supply Enhanced (PBUSE) system ensuring total accuracy
- Initiated financial liability investigations of property loss (FLIPL).
- Analyzed and adjusted historical demand data to develop statistical forecasts for customer/item/location combinations that have demonstrated a demand pattern, and support the application of statistical models of prediction
- Served as the primary point of contact for monitoring inventory and inventory-related actions, resolves a variety of inventory problems, and coordinates solutions relating to inventory trends and transaction discrepancies.
- Managed account of \$51.5 million worth of organizational and theater provided equipment
- Supervised one personal, conducted counseling on job performance and provided training
- Knowledge of US and EU export regulations, foreign customs, letters of credit, trade finance programs, free trade agreements and international logistics and shipping and knowledge of the NATO organization
- Trained initiative, ingenuity, and aggressiveness in identifying

real or potential demand forecasting problems areas and arrives at timely solutions to assure maximum response to customer's demand needs thereby assuring the least possible hindrances to their missions.

- Monitored unit's ability to perform key logistics processes pertaining to the mission of the unit, base and other assigned tenant organizations.
- Reported property records discrepancies and adjusts property records. Prepares and conducts training in the areas of property acquisition, property accountability, personal property disposal, equipment management and authorization management.

Unit Supply Specialist U.S Army Reserve - Ft-Sam Houston, TX September 2006 to March 2010

- Monitored the Supply Discipline Program of the company
- Monitored unit sensitive item, change of command, annual, and other inventories.
- Maintained the unit property book
- Received, inspected, and inventories organizational supplies and equipment as required
- Secured and controls all sensitive items including weapons and ammunition
- Maintained Organizational Clothing & Individual Equipment (OCIE) individual clothing and inventories and records for the unit
- Performed special assignments such as studies and reports on inventory discrepancies, inventory adjustments, and other factors; analyzing independently and resolving difficult issues/problems
- Prepared and submitted Unit Level Logistics System (ULLS-S4) computer input data and report
- Managed the budget, ensures equipment and supplies are ordered, and inventories are maintained at proper levels.

Corrections Officer Texas Department of Criminal Justice - Huntsville, Texas November 2007 to June 2010

- Assisted in the searching, booking, fingerprinting and photographing of inmates, and other procedures that are involved in the initial processing of inmates
- Coordinated arrangements for bond, legal representation and for personal assistance for inmates, scheduled court appearances
- Maintained order and reported unusual conditions, policy violations, disturbances or indication of potential disorder to superior
- Patrolled designated areas of the detention facility
- Provided or arranged for personal grooming of inmates and supervised sanitation practices
- Administer emergency first aid if necessary and referred inmates to medical assistant, psychiatric service unit or counselors.
- Participated in fire and safety drills, lockdown incidents and related emergency situation

EDUCATION

[REDACTED], Capella University - Minneapolis, MN. [REDACTED]

[REDACTED], Capella University
- Minneapolis, MN. [REDACTED]

[REDACTED] University of Lagos
- Lagos, Nigeria [REDACTED]

[REDACTED] Texas Southern University - Houston,
Texas. [REDACTED]

[REDACTED] North
Lake College - Irving, Texas [REDACTED]

U.S Army Language School- Ft-Hood, TX and Ft-Dix, NJ - [REDACTED]

[REDACTED]
[REDACTED] - U.S Army Language School, Hohenfel, Germany, [REDACTED]

CERTIFICATION

- Life Cycle Logistics DAWIA – Level I
- Life Cycle Logistics DAWIA – Level II (In-Progress)
- Life Cycle Logistics DAWIA – Level III (In-Progress)
- Property Book System Enhanced (PBUSE)
- Automatic Identification Technology (AIT)

SOFTWARE KNOWLEDGE

- Microsoft Basic, Proficient in Microsoft Excel, Word, Office Suite, MS Exchange, Power Point, Outlook, Web Browser (Explorer & Netscape), LAN, WAN, IP Address and Wireless application protocol (WAP).
- Purchasing Net (PNet), MRP and ERP System.
- Defense Automatic Addressing System Center Inquiry (EDAASINQ), Logistic Data Gateway (LDG), Web Supply Discrepancy Reporting (WEBSDR) and Web-Based Transaction tracking system (WEBVLIPS).
- Working Knowledge of Systems Application Programing (SAP) and Enterprise Business System (EBS).

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Name: [REDACTED]
SSN: [REDACTED]
MIDX: [REDACTED]
Address1: [REDACTED]
Address2:
City: [REDACTED]
State: [REDACTED]
Country: [REDACTED]
Post Code: [REDACTED]
Plus4:
Telephone 1: [REDACTED]
Email: [REDACTED]
United States Citizen: [REDACTED]
Veterans' Preference: [REDACTED]
Military Service Dates (Start of Service - End of Service):
[REDACTED]
Location(s) Applied to: Kansas City, MO(US)

Vacancy Questions and Responses

What locations do you wish to apply to?

Kansas City, MO(US)

What Grades do you wish to apply to?

11

Grade: 11

1. Please choose the answer that best describes your experience and/or education.

Answers:

3. I possess a combination of graduate level education and appropriate experience that together meet the qualification requirements of this position.

2. Please check the statement that applies to you, relating to time-in-grade requirements for the GS-11 level.

Answers:

[REDACTED]

3. Do you have supply experience that includes using the Federal Catalog System's National Stock Number (NSN)?

Answers:

1. Yes

4. I have experience in the following related supply system programs:

Answers:

- 2. GSA Advantage
- 3. GSA Global Supply
- 4. Product Management & Technical Services
- 10. FEDLOG

5. Do you have experience in proofreading technical information and commercial product literature catalogs in order to verify correctness and/or to perform analysis and review?

Answers:

1. Yes

6. Have you provided supply management decisions when issues to be resolved are complex and accompanied by insufficient data?

Answers:

1. Yes

7. As a regular and recurring part of the job(s) you have held, do you have experience

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using automated supply systems and/or programs?

Answers:

1. Yes

8. From the following, please select the response that accurately describes your experience in assisting customers with on-going logistics support, keeping abreast of operational changes that impact customers.

Answers:

4. I have lead or managed a unit responsible for providing customers with on-going logistics support. I ensured that my team was kept informed of all operational changes with an impact on our customers.

9. From the list below, select the software applications that you are proficient at and use in accomplishing day-to-day office functions.

Answers:

1. Microsoft Word
2. Microsoft PowerPoint
3. Email Programs (e.g., Lotus Notes, Outlook, Exchange, etc.)
5. Microsoft Excel

10. I have performed the following using an automated database system:

Answers:

1. Input data
2. Develop Ad-hoc reports
3. Run routine and/or canned reports
4. Analyze data

11. Choose the statement(s) that accurately describe your oral and written communication skills.

Answers:

1. Effectively communicated technical information to internal and external audiences.
2. Conducted training sessions with varied audiences with different levels of comprehension.
3. Effectively communicated organizational strategies, goals, objectives, or priorities on a regular basis.
4. Prepared and presented analytical information to senior management officials within the organization.
5. Developed and presented comprehensive material for reports, briefings or meetings with senior management officials.

12. Which of the following best describes your experience developing and writing reports describing/explaining supply logistics or supply chain matters?

Answers:

4. I have developed and written reports describing/explaining routine supply logistics or supply chain issues as a regular part of jobs I have held.

13. I have experience applying supply regulations, policies and procedures.

Answers:

1. True

All Grades

PLEASE NOTE: The system has a navigation bar at the top of the each screen. Proceed through each step, providing any required information and documents until you reach the "Application Review" screen. To submit your application, you must select the "Submit Application" button at the bottom of the page or your application will be considered incomplete and you will not be considered for this vacancy. You may return to your application to make any changes or edits at any time prior to midnight Eastern Time of the closing or deadline of the announcement. If you make any changes to your application, be sure to navigate back through the steps and select the "Submit" button on the "Application Review" screen. Once you submit your application, you will be forwarded to the

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"Confirmation Page" where you can download all or part of your application, return to USAJOBS or GSA's dashboard.

Please Note: Effective January 1, 2010, the Office of Personnel Management (OPM) must authorize any employment offers we make to current or former (within the last 5 years) political Schedule A, Schedule C or Non-Career SES (Political) employees in the Executive Branch. So, if you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information to the Human Resources Office. Failure to disclose this information could result in disciplinary action including removal from Federal Service.

1. Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answers:

2. No

If you answered **Yes** then answer the following questions.

1.1. Please provide the following information regarding your most recent political appointment: Position Title; Type of Appointment (i.e., Schedule A, Schedule C, or Non Career SES); Agency; Dates held (beginning and ending dates)

Answers:

2. Are you applying for this position based on current eligibility under the Interagency Career Transition Assistance Plan (ICTAP)?

Answers:

2. No

If you answered **Yes** then answer the following questions.

2.1. If you are applying for this position under the Interagency Career Transition Assistance Plan (ICTAP), select the choice(s) that apply:

Answers:

3. Are you a current General Services Administration associate?

Answers:

2. No

If you answered **Yes** then answer the following questions.

3.1. GSA's Associate Performance Plan and Appraisal System states that to be promoted within GSA, an employee's most recent rating of record must be at the Level 3 or higher. Which of the following best describes the rating you received on your most recent performance appraisal (rating of record)?

Answers:

3.2. Please list the date received, level of rating, and the name of the supervisor who issued the rating. If you have not received a rating, please provide the reason you have not received one. Your response will be limited to 1,000 characters which is approximately one-quarter typewritten page.

Answers:

If you answered **No** then answer the following questions.

3.1. Do you have a current annual performance rating that is equal to pass or successful?

Answers:

1. Yes

3.2. Give the date of your last official appraisal, the name, title & phone number of the supervisor who evaluated your performance.

Answers: March 2018, [REDACTED]

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4. Please check the statements that apply to you, relating to your eligibility for noncompetitive consideration for a full performance level GS-12 position.

Answers:

5. None of the above apply to me.

5. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answers:

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

Assessment Questions

GRADE: 11

1. Please describe your experience using automated supply systems and/or programs. Include in your response the name of the systems and/or programs you have used and your purpose for using them. Limit your response to 4,000 characters which is approximately 1 typewritten page in length.

Answers: Global Combat Support System-Army (GCSS-Army) for property and hand receipt management Direct Support Tool (DST) for Lateral Transfer management and review Logistics Information Warehouse (LIW) for data research Force and Asset Search Tool (FAAST) for data research Government Purchase Card (GPC) purchase management Property Book Unit Supply Enhanced (PBUSE) for property and hand receipt management

2. Please describe your experience applying supply regulations, policies and procedures. Your response will be limited to 4,000 characters, which approximately one typewritten page in length.

Answers: My extensive experience in supply has required my knowledge and understanding of Army Supply and Department of Defense Regulations and Field Manuals. My knowledge of regulations entails experience in: Equipment Management, Inventory Management, Requesting, Receiving and Distribution of expendable and nonexpendable supplies and equipment, conducting vehicle Preventive Maintenance Inspections, and serving as a Procurement Agent has been dependent on my knowledge of applicable Army Regulations and Department of Defense Regulations. I have planned and coordinated Material Management activities, ensured inventories were conducted in compliance with Army Regulations, conducted inspections of supply operations, corrected property record discrepancies; cross-referenced supply requisitions and adjustment documents with a Modified Table of Organization Equipment, maintained administrative files, and served as a Government Purchase Card holder. Also, I have earned a [REDACTED] which required a broad understand of the Federal Acquisition Regulation.

GRADE: All Grades

1. PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions. Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume. For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and

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come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page. After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy. Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page. If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

Answers:

2. In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

Answers:

3. We recommend that you print the questions and prepare your answers before you start the application process. If there are essay questions in this announcement, you can create your answer in a word processing program and then copy and paste it into the essay answer block.

Answers:

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Document Name: USJOBSResume

Name: [REDACTED]

AIDX: [REDACTED]

Telephone 1: [REDACTED]

Email: [REDACTED]

July 10, 2018

Phone: [REDACTED]
Email: [REDACTED]

WORK EXPERIENCE / SKILLS SUMMARY

Offering military and civilian experience in Logistics Management: extensive experience in Property Management/Property Accountability procedures, Property Disposition, Inventory Management, Requesting, Receiving and Distribution of supplies and equipment, Material Storage, Administration, Data Research, Analysis, and Workflow Effectiveness. Additional experience includes Managerial Functions in: Budget Management, Facilities Management, Strategic Planning, Compliance Management, and Staff Supervision. Possess a broad understanding of the functional areas of Procurement Management and Contracting Administration.

Valued by employers for ability to meet deadlines, makes sound decisions under pressure, and ensure alignment of logistical objectives with long range organizational objectives; My strengths in oral and written communication, specialized training and education as well as my ability to thrive in diverse and ever-changing environments will serve as an asset to any organization.

EMPLOYMENT HISTORY

General Supply Specialist, GS-2001-09
(Jul 2017 - Present)
40 Hours / Week

[REDACTED] Fort Gordon, GA.

Job description summary: Serves as a Battalion and Company level Supply Specialist; develops applications and structural procedures to improve operational effectiveness; develops resolutions on issues affecting Inventory Management; manage property accountability of 5 parent level Property Records using a SAP Logistic Database; ensure all property is signed for on sub-hand receipts and accountability standards are in compliance with U.S. Army and Department of Defense Policies and

Regulations; identify and initiate corrective action to resolve hand receipt data discrepancies using appropriate adjustment documents; prepare and process excess/unserviceable equipment for turn-in; ensure Sensitive Items and Cyclic Inventories are conducted monthly and proper protocol is taken to correct any discrepancies; conduct document review to verify completeness and accuracy prior to submitting to the Accountable Officer/PBO; responsible for GSA vehicle request to support unit transportation requirements; Government Purchase Card Holder; responsible for procuring supplies and services to support daily operations and mission support; prepare required Property Accountability Reports; maintain required files on unit personnel, supply transactions, and budgetary spending; responsible for receiving, in processing, storage, and distribution of warehouse deliveries.

Material Master Data Specialist, GS-0301-09 (Temp)
(Feb 2017 - Jul 2017)
40 Hours / Week

[REDACTED] Rock Island,
IL.

Job description summary: Created and maintained Material Master Records for manufactured and purchased parts and materials by reviewing, researching, analyzing, and classifying data; took appropriate actions to reconcile and resolve material master record problems or variances when identified; provided technical guidance and assistance on all material master related issues to Acquisition, Production, and Process Planners, Production Support Specialists, maintenance personnel, engineers, inventory, and finance staff; determined best course of action and executed corrective measures to resolve parts problems when identified by production planners, controllers, and others LMP Business Process Owners during the planning, scheduling, and execution phases of a Work Breakdown Structure.

Instructor
(Jul 2016 – Jan 2017)
40+ Hours / Week

[REDACTED] Fayetteville, NC.

Job description summary: A Certified Instructor for an Army specialized training program, responsible for training the Army's Active, Reserve, and National Guard's Junior Soldiers, Middle Level Soldiers, and Supervisors on all aspects of supply management; Facilitated new equipment training for Army Units

migrating from logistic legacy systems to the Global Combat Support System-Army (GCSS-Army) training materials by bridging language and concepts between multiple legacy systems to the current SAP-based GCSS-Army system followed by over-the-shoulder training to ensure customers are able to apply the procedures and principles of classroom training to the live technical operations of their perspective production areas; provided continual support to customers post classroom instruction via Tier 1 Helpdesk conducted telephonically and web chat; maintained proficiency on changes to the software baseline for instructional and training purpose.

Property Book Team Chief,
(Jan 2013 – April 2016)
40+ Hours / Week

[REDACTED], Fort Bragg,
NC.

Job description summary: Provided Executive Level Logistics guidance and support required to achieve the priorities established by the Army Reserve Command; provided oversight and operational assistance in all areas of supply functions; developed resolutions on issues affecting inventory management accountability; maintained formal accountability of equipment for the United States Army Reserve Command G-4 with a fluctuating value in excess of \$4.4 million -utilizing the Property Book Unit Supply Enhanced (PBUSE) system; provided guidance and support to 52 Army Reserve's Area Maintenance Support Activities (AMASA) and Equipment Concentration Sites (ECS) as well as all Army Reserve Units throughout the United States and Puerto Rico; traveled to locations as needed to facilitate training and assist with equipment accountability discrepancies; Trained, Supervised, and Dispatched Mobile Inventory Teams -nationwide- to assist reserve units with meeting the criteria of a Department of Defense mandated Unique Item Identification (UII) Program -designed to improve accountability of Army Critical Assets; strategically coordinated operations to maximize workloads and streamline workflow while forecasting travel for mobile teams; reconciled, reviewed and processed travel authorizations and expense reports to ensure they were processed in a timely manner; facilitated training to Army Reserve units on Property Book Data Cleansing, property accountability, and hand receipt procedures; conducted data comparison and extensive research utilizing various logistic databases to determine the history of ownership;

reassigned excess equipment based on published authorizations; logistical advice was sought by senior leaders.

Senior Logistic Property Manager

(Jul 2006 – Oct 2009)

40+ Hours / Week

██████████ United States Army Pacific Command, Fort Shafter, HI.

Job description summary: Provided Senior Level Logistic Support to the United States Army Pacific Command; assisted Contract Officer by conducting market research and collecting information from vendors prior to contracting; provided guidance and advice to senior leaders and served as subject matter expert for logistic matters; excelled as Property Accountability Officer during a Military Joint Force deployment where I developed a sourcing document and implemented a program to ensure cross-training and skill development of personnel across three different military branches which ensured proficient accountability of critical assets; ensured unit basic load of required rations and equipment were maintained on hand; ensured initiation of investigations and provided sound advice and guidance to Investigating Officers appointed to determine financial liability for lost, damaged, or destroyed equipment - ensuring Investigators maintained regulatory compliance; conducted property accountability inspections of subordinate units to ensure compliance with policies and procedures of the Command Supply Discipline Program; served as the primary Government Purchase Card holder for critical needs and coordinated with customers to confirm specifications and requirements prior to purchase; ensured all purchases were carried out according to regulations; reconciled monthly bank statements for all purchases and maintained records of all purchase transactions; coordinated support for an international contingency mission to replenish supplies; coordinated purchase request of unfamiliar item with customer -to ensure specifications prior to purchasing; oversaw the sensitive items and cyclic inventory were conducted monthly; coordinated transportation in support of unit missions; maintained 100% accountability of 17 property books with equipment located throughout the Pacific Command with a combined value of \$4.9 million utilizing -Property Book Unit Supply Enhanced logistic database; maintained strict accounting procedures for locally procured supplies and equipment by establishing formal accountability records; maintained administrative files of

organizational logistic transactions in compliance with Army Regulations.

Senior Supply Manager

(Jul 2002 – Jun 2006)

40+ Hours / Week

[REDACTED], Vicenza Italy

Job description summary: Provided senior level logistic support and planning to Infantry Battalion Command; served as the Logistics Liaison between American Forces and British Army Logistics Unit which resulted in receiving a Certificate of Recognition from a Senior British Army Officer; facilitated training classes for staff officers on Financial Liability Investigation for Property Loss; trained supply personnel on property accountability, property book adjustment documents, hand-receipt procedures, inventory procedures, and requisitioning supplies and equipment; oversaw the wellbeing and training of twenty-three soldiers ensuring each met pre-deployment criteria; administered personnel reviews and evaluations to guide subordinates in career development; served as Approving Official of four Government Purchase Card holders ensuring compliance with regulatory and procedural requirements; reviewed, prepared, and coordinated unit budgetary constraints and approved Inter-departmental purchase requests; calculated unit needs and ensured necessary materials remained on hand for daily operations.

Property Book Team Supervisor

(Dec 1998 – Jul 2002)

40+ Hours / Week

[REDACTED] 82nd Airborne (DISCOM), Fort Bragg, NC.

Job description summary: Provided senior level logistic support at division level; coordinated critical item resupply with Depot Item Manager and aviation transportation to personally secure critical shortage which insured mission readiness of the 82nd Airborne Division which resulted in my receiving a Medal of Accommodation; developed informative sourcing packet to guide incoming commanders through their Change of Command Inventory process; supervised and trained 4 subordinate soldiers on hand-receipt, supply accountability procedures, and property book transactions; planned and coordinated material management activities to ensure units maintained readiness standards; ensured monthly hand-receipts, sensitive items, and cyclic inventories were signed in compliance with Army Regulations;

conducted inspections of supply operations; verified transactions to correct property record discrepancies; cross-referenced supply requisitions and adjustment documents with the Modified Table of Organization to ensure required quantities were on hand; conducted extensive research of locally procured equipment to catalog and establish formal accountability.

Supply Clerk

(Mar 1995 – Dec 1998)

40+ Hours / Week

[REDACTED], Coleman Barracks, Mannheim Germany

Job description summary: Provided managerial level logistic support and oversaw the wellbeing, accountability and training of 3 personnel; supervised the maintenance schedules, storage, and issuance of small arms and night vision devices; routinely inventoried, accounted for, reconciled, issued, and turned in components and major end item equipment; initiated procedures to correct property book deficiencies; efficiently forecasted, ordered, receipted, transported, organized, stored, and cataloged supplies and equipment; coordinated logistic support for fuel, food, ammunition, repair parts and supplies during garrison, field, and combat mission; maintained administrative files of unit supply transactions; coordinated transportation for unit field training and airborne operations; operated and maintained unit supply transport vehicles in support of daily logistic operations; provided periodic platoon level training to logistic personnel to increase job efficiency and competency; served as facilities manager for unit barracks which included assigning living quarters and maintaining accountability for furnishing; supervised a maintenance crew of 11 German nationals on 3 Army Installation.

VOLUNTEER EXPERIENCE

Treasurer

(Aug 2009 – May 2012)

12 Hours/Week

Parent Teacher Association (PTA), [REDACTED], Fayetteville NC.

Job description summary: Maintained records of all financial transactions; collaborated with board members in generating annual budget; filed annual tax return and prepared annual audit; paid bills and reimbursements as required; ensured ongoing functions were in adherence with approved budget;

advocated policies to benefit students and families; attended annual state and local training events; participated in organizing programs, fund raisers, and training for the benefit of students and the community; served as test proctor during annual end of year testing.

EDUCATION / ACCOLADES

[REDACTED], Webster
University, [REDACTED]
[REDACTED], Webster
University, [REDACTED]
[REDACTED], Campbell University, [REDACTED]
International Academic Honor Society inductee, [REDACTED]

CERTIFICATIONS

Global Combat Support System-Army (GCSS-Army) Unit Supply
Instructor Certification
Federal Communication Commission Radio Operator Permit

SECURITY CLEARANCE

Security Clearance (Current)

TECHNICAL SKILLS / TRAINING

Global Combat Support System-Army (GCSS-Army)
Federal Acquisition Regulation (FAR)
Direct Support Tool (DST)
Logistics Modernization Program (LMP)
Logistic Data Analysis Tool (LogDAT)
Logistics Information Warehouse (LIW)
Force and Asset Search Tool (FAAST)
Government Purchase Card (GPC)
Property Book Unit Supply Enhanced (PBUSE)
Microsoft Office Products

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Position Title: Supply Specialist
Staging Area Number: SA-GSA-0001**

Name: [REDACTED]
SSN: [REDACTED]
MIDX: [REDACTED]
Address1: [REDACTED]
Address2:
City: [REDACTED]
State: [REDACTED]
Country: [REDACTED]
Post Code: [REDACTED]
Plus4:
Telephone 1: [REDACTED]
Telephone 2: [REDACTED]
Email: [REDACTED]
United States Citizen: ☐
Veterans' Preference: ☐
Military Service Dates (Start of Service - End of Service):
[REDACTED]
Location(s) Applied to: Kansas City, MO(US)

Vacancy Questions and Responses

What locations do you wish to apply to?

Kansas City, MO(US)

What Grades do you wish to apply to?

12

Grade: 12

Specialized experience is experience researching, analyzing, and evaluating the effectiveness and efficiency of supply programs and/or operations in two or more of the following specialty supply areas: supply program management; inventory management; distribution facilities and storage management; packaging; and supply cataloging. Such experience must have included developing solutions to resolve complex supply issues and problems.

1. Do you have one year of specialized experience as described above, equivalent to the GS-11 level or higher in the Federal service?

Answers:

1. Yes

2. Please check the statement that applies to you, relating to time-in-grade requirements for the GS-12 level.

Answers:

1. I have held a position in the General Schedule at a grade equal to or higher than a GS-11 for at least one full year (or will have within 30 days from the closing date of this announcement.)

3. Do you have supply experience that includes using the Federal Catalog System's National Stock Number (NSN)?

Answers:

1. Yes

4. Which of the following best describes your experience in maintaining content in product information databases, ensuring accuracy; and working with others in the development of product content?

Answers:

4. I have assisted a senior staff member with maintaining content in product information databases, ensuring accuracy, and working with others in the development of product content.

5. I have experience in the following related supply system programs:

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Answers:

- 2. GSA Advantage
- 5. Stock
- 10. FEDLOG

6. Do you have experience in proofreading technical information and commercial product literature catalogs in order to verify correctness and/or to perform analysis and review?

Answers:

- 2. No

7. Have you provided supply management decisions when issues to be resolved are complex and accompanied by insufficient data?

Answers:

- 1. Yes

8. As a regular and recurring part of the job(s) you have held, do you have experience using automated supply systems and/or programs?

Answers:

- 1. Yes

9. From the following, please select the response that accurately describes your experience in assisting customers with on-going logistics support, keeping abreast of operational changes that impact customers.

Answers:

3. I have extensive experience assisting customers with complex logistics support issues, keeping abreast of operational changes that impact customers for these issues. I am often called upon to handle difficult/unique customer service issues due to my experience/expertise in this area.

10. I possess in-depth knowledge of inter-related supply processes such that I can perform the following duties :

Answers:

- 1. Recommend new or revised directives or implementing procedures
- 2. Provide authoritative interpretations and guidance to management officials and other supply specialists.
- 3. Resolve supply issues involving conflicting program requirements.
- 4. Review operating supply programs for adequacy, efficiency and need for improvement.

11. From the list below, select the software applications that you are proficient at and use in accomplishing day-to-day office functions.

Answers:

- 1. Microsoft Word
- 2. Microsoft PowerPoint
- 3. Email Programs (e.g., Lotus Notes, Outlook, Exchange, etc.)
- 5. Microsoft Excel

12. I have performed the following using an automated database system:

Answers:

- 1. Input data
- 2. Develop Ad-hoc reports
- 3. Run routine and/or canned reports
- 4. Analyze data

13. Choose the statement(s) that accurately describe your oral and written communication skills.

Answers:

- 1. Effectively communicated technical information to internal and external audiences.
- 2. Conducted training sessions with varied audiences with different levels of comprehension.
- 3. Effectively communicated organizational strategies, goals, objectives, or priorities on a regular basis.

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4. Prepared and presented analytical information to senior management officials within the organization.
5. Developed and presented comprehensive material for reports, briefings or meetings with senior management officials.

14. Which of the following best describes your experience developing and writing reports describing/explaining supply logistics or supply chain matters?

Answers:

5. I am highly skilled at this job function. I have been acknowledged for producing accurate, complete, and timely reports describing/explaining complex and/or controversial supply logistics or supply chain issues.

15. I have experience applying supply regulations, policies and procedures.

Answers:

1. True

16. Do you have experience in conducting research and analyzing and interpreting various management data, including guidelines and policies, to make logical decisions and improve efficiency?

Answers:

1. Yes

All Grades

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Please Note: Effective January 1, 2010, the Office of Personnel Management (OPM) must authorize any employment offers we make to current or former (within the last 5 years) political Schedule A, Schedule C or Non-Career SES (Political) employees in the Executive Branch. So, if you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information to the Human Resources Office. Failure to disclose this information could result in disciplinary action including removal from Federal Service.

1. Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answers:

2. No

If you answered **Yes** then answer the following questions.

1.1. Please provide the following information regarding your most recent political appointment: Position Title; Type of Appointment (i.e., Schedule A, Schedule C, or Non Career SES); Agency; Dates held (beginning and ending dates)

Answers:

2. Are you applying for this position based on current eligibility under the Interagency Career Transition Assistance Plan (ICTAP)?

Answers:

2. No

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GRADE: 12

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1. Please describe your experience using automated supply systems and/or programs. Include in your response the name of the systems and/or programs you have used and your purpose for using them. Limit your response to 4,000 characters which is approximately 1 typewritten page in length.

Answers: I have utilized the GARMY and LMP systems on a regular basis, to include troubleshooting systematic errors with sales orders and purchase orders and make corrections so that the process as should. I also utilize DLA systems as well as GSA Advantage to research requisitions on a regular basis. for record research I also utilize LOGSA applications as well as FLIS and FEDLOG.

2. Please describe your experience in conducting research and analyzing and interpreting various management data, including guidelines and policies, to make logical decisions and improve efficiency. Your response will be limited to 4,000 characters, which approximately one typewritten page in length.

Answers: I regularly have to identify problems within our systems material records and assure that all data elements are accurate and current with what is reflected within FLIS.

3. Please describe your experience applying supply regulations, policies and procedures. Your response will be limited to 4,000 characters, which approximately one typewritten page in length.

Answers: we apply supply discipline to all functions that we address, and assure that all guidelines and policies.

GRADE: All Grades

1. PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions. Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume. For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page. After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy. Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page. If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

Answers:

2. In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

Answers:

3. We recommend that you print the questions and prepare your answers before you start the application process. If there are essay questions in this announcement, you can create your answer in a word processing program and then copy and paste it into the essay answer block.

Answers:

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Document Name: USJOBSResume

Name: [REDACTED]

AIDX: [REDACTED]

Telephone 1: [REDACTED]

Telephone 2: [REDACTED]

Email: [REDACTED]

July 10, 2018

[REDACTED]

Email: [REDACTED]

Home: [REDACTED]

Work: [REDACTED]

Work Experience:

Department of the Army

[REDACTED] – (28 July 2015 – Present) Supply
Systems Analyst

TACOM Warren, MI

Salary: GS-2003-12 step 3 \$84,085.00 annually

Supervisor: [REDACTED] Phone: [REDACTED]

Duties: Serves as a SME for Error IDOCS & Helpdesk Operations, Error IDOC Process lead responsible for correcting IDOCS located within various functional area of LMP. Communicate errors with superiors based upon findings and identify a means to a systematic correction, generate tickets for corrections which need to be made for CSC to apply fixes, also create manual processes to make correction so that errors can be cleared while awaiting the application of systematic corrections. Advise and train interns within my section, providing guidance and information to assist them in applying corrections to errors IDOCS. Serve as a career CP13 mentor for incoming interns. Review transactional histories within WEBVLIPS, LDG, and LMP to verify transactions. Work within WEBREQ to be able to manual push a transaction if required. Research and assure obligate funds are DE-obligated when required to free up funding for further order processing, verification of this de-obligation is research with in the LMP SAS system. Have a base knowledge of Blocked orders and the process involved to clear the block, trained in customer help desk functions to assist in customer relations to resolve customer issues such as lateral support for requisition, creating Sales orders within LMP, verifying inventory availability, and reconciling and discrepancies. Clear YT, YX, ZPRI, AD blocks, utilize SQ00 to obtain reports. Research and review MM03 data to assure accuracy. Create, update and maintain desktop procedures and SOP's.

Department of the Army

[REDACTED] – (30 Jan. 2012 – 28 July 2015) General
Supply Specialist

TACOM Warren, MI

Salary: GS-2001-11 step 2 \$65,126.00 annually

Supervisor: [REDACTED] Phone: [REDACTED]

Duties: Review all type 7 / 8 SDR's sent into TACOM on a daily basis to determine the best course of action Both through LMP and offline. Conduct causative research on SDR's to resolve customers issues while generating minimum or no cost to the Government. Communicate with Items managers on a daily basis, to resolve part issues with the customers in the field. Communicate on a regular basis with the TACOM Non-Army Managed Items (NAMI) representative to resolve issues from the field on SMS managed material in a timely manner. Communicate on a regular basis with the depots to resolve issues from the field on material being turned in and ensuring which should be completed timely manner. Communicate with Army Working Capital Fund (AWCF) Budget to ensure any credit due back to the customer is returned in a timely manner. Communicate with AWCF Budget to ensure any credit not due back to the customer is returned back to Defense Finance and Accounting Service (DFAS) in a timely manner. Facilitate the return of nonconforming parts to the depots and ensuring the customer receives the correct materials ordered. Always available to assist in training new personnel assigned to the SDR Team to ensure they have the tools and skills needed to perform required duties successfully. Assist the customers in the field that do not have access to WEBSDR by manually inputting the SDR's in LMP as well as WEBSDR to ensure their issues are addressed and resolved in a timely manner to help eliminate equipment downtime due to lack of needed parts. Volunteer for any special projects that came into the section that are not SDR related but may become issues of concern. Completed [REDACTED] certified, also hold a Level I certification in Program Management. Conduct necessary research involved with each individual SDR to be able to provide the customer with a response in a timely manner with minimum or no cost to the government. Communication with customers, item managers, and depots to clarify any areas of an SDR that requires further information for processing of the SDR. Communication with AWCF when credit is applicable to an SDR to ensure credit is processed. Assist the customers in the field that do not have access to WEBSDR by manually inputting the SDR's in LMP as well as WEBSDR to ensure their issues are

addressed and resolved in a timely manner. Completion and close out of over 500 confirmed SDR's in total amount of \$2,346,089.63 dollars.

Department of the Army

██████████ – (31 Jan. 2011 – 30 Jan. 2012) Supply Technician

TACOM Warren, MI

Salary: GS-2005-07 \$42,165.00 annually

Supervisor: ██████████ Phone: ██████████

Duties: Serves as the Supply Technician for the ██████████. Primary responsibility is to create, track, and maintain the inventory, to include Government Furnished Equipment (GFE). This will include utilization of the Property Book Unit Supply Enhanced (PBUSE), system in conjunction with the Automated Data Processing (ADP) Database, maintain hand receipts and sub hand receipt. This is done by inventorying all equipment and entering the data on the equipment and navigating through multiple databases. Additional responsibilities include the reutilization and redistribution of equipment within the command; after performing a maintenance evaluation and any first level maintenance that may be required. Research and analyze problems identified in the inventory or tracking of materials. Makes recommendations regarding complex processes and procedures to assist in maintaining inventory. Implement and coordinate a variety of special projects including the return and transfer disposition of excess equipment. When necessary researched regulations to ensure process was followed thus ensuring organization efficiency, program effectiveness and productivity. Ensures all property has been technically inspected and validated prior to submitting documentation for turn-in. Initiates reports on lost, damaged or destroyed property. Primary liaison for Directorate of Logistic Office (DOL), for NEC property. Receives and issues property, ensuring incoming shipments and requisitions/sales orders are checked to verify correct Department of Defense Activity National Item Address Code (DODAAC) and Routing Identification Code (RIC) as well as verifying quantities received and condition of merchandise and resolves any shortages or damages. Reconciles back ordered or partial shipments of equipment. Leads special

projects and studied regulations, directives, and other Information Technology (IT) specialized documentation relating to property accountability in order to ensure appropriate compliance. Focus and effort may be redirected to urgent high visibility assignments at any time. Controls the NEC's inventory, coordinates with higher headquarters, reviews activity requirements, and new purchase requirements and provides advice regarding the reutilization of excess IT equipment. Controls and coordinates redistribution / reutilization of excess IT equipment and material to correct deficiencies within the NEC. Developed, and implemented a Standard Operating Procedures (SOP) based upon Army regulations AR 710-1, AR710-2-1, AR 710-2, and AR735-5, for material hand receipt process, and property accountability which includes work practice controls. Prepare briefing material and present to management for their knowledge and approval. Participate in meetings to discuss and interpret policies, resolve issues on conflicting regulations, and provide financial requirements for this area. Create Remedy tickets for computer maintenance. Create and implement internal processes and procedures for all functions and draft technical correspondence upon request. Provide oversight for the authorized General Services Administration (GSA) vehicle.

██████████ (22 Sep 2008- 28 Jan. 2011) Laborer/ Supply/
Technical

TACOM Warren, Michigan Bldg. 249

Salary: \$16.69 per hour

Supervisor: ██████████ Phone: ██████████

Duties: Managed the setup and tear down of Government Furnished Equipment (GFE) in the form of office equipment and material for the Tank Automotive and Armaments Command LCMC in the Detroit Metropolitan Area to support Quality of Life initiatives with the use of hand tools and all other special needs items.

Received and processed requests for move services and coordinated with all other organization and affiliated contractors necessary to perform such work. Participated in conferences and meetings to discuss and review customer scope of work. Coordinated with other office staff to determine the feasibility of the request and to ensure meeting all customer requirements are met. Prepared and submitted appropriate work order documents and coordinated with other vendors to include appropriate office set up needs. Familiar with applicable

supply regulations and Supply Chain Management Policies necessary to perform assignments - Army Regulation (AR) 700 Series. This knowledge provided the ability to handle a variety of problem situations with considerable independence. Coordinated communication of the schedule dates with the customer to ensure on time movement of office equipment. Coordinated turn-ins, transfers, and disposal of excess equipment. Maintained and updated hand receipts utilizing multiple databases. Navigated in several databases and entered data on equipment into appropriate databases and ensures data integrity to ensure accuracy relative to inventory. Provided reports and functional guidance to other supply specialists. Performed document reconciliations and required adjustments, and resolved any discrepancies of property on the hand receipt. Coordinated the movement of offices including the use of heavy equipment such as trucks and forklifts. Performed site inspections to ensure customer satisfaction with all aspects of the services provided for final acceptance and compliance with work orders. Prepared and submitted work orders; completed documentation to ensure billing and invoices were complete and accurate. Communicated with the customers throughout the process to ensure customer expectations, needs, and deliverables were met or exceeded.

[REDACTED] (21 Sep 2007- 21 Sep 2008) General Help

Clinton Township, Michigan United States

Supervisor: [REDACTED]

Salary: \$8.00 per hour

Duties: Performed telephone reception duties including use of a multiline telephone system. Made and received telephone calls from customers. Performed patient intake activities including: the greeting the client, updated client record database with any new information, confirm other data for accuracy. Maintained offices and waiting room area to ensure that they were fully stocked with supplies and in a neat and orderly fashion at all times. Reviewed and processed accounts payable for the office. Duties included accommodating animals, cleaning, general custodial services, recycling services, and customer service.

[REDACTED] (09/26/2005 - 07/11/2007) Supply and Logistics Technician

Fort Campbell, Kentucky United States

Supervisor: [REDACTED] Phone: [REDACTED], [REDACTED]

Phone: [REDACTED]

Salary: \$11.50 per hour

Duties: Verified the availability of the repair parts in either

the Operational Stock (OPSTOCK), or Bench Stock by National Stock Number (NSN) – Federal Stock Class (FSC) and National Item Identification Number (NIIN) when applicable. Processed requests into the Wildcat Maintenance System (WMMS), SARRS, SAMS, SAMS-E, and ULLS-G. Planned, developed and implemented the process to pull parts and materials that are available in the OPSTOCK. Distributed parts and materials available locally to support FLRC various project operations. Utilized policy and procedures for material management and fielding to maintain the Center Warehouse for Ground operations. Coordinated parts picked for requisitioned parts and materials from the Central Receiving Point and Supply Support Activities. Inspected and submitted documentation for part turn-in. Prepared briefing materials for lost, damaged, and or destroyed property. Presented briefings to management, and major commands pertaining to the material status. Followed the policies regarding proper turn-in of unserviceable parts and materials. Operated multiple size forklifts (4k, 6K, and 10K), and other Government provided vehicles. Accomplished transportation of materials using a variety of shipping methods. Performed data entry and updated electronic inventory information in multiple automated systems. Knowledge of inventory methods, procedures, and controls to maintain inventory levels and redeploy as per procedures to ensure property accountability. Provided logistical support to the Brigade Combat Team (BCT) S4. Conduct causative research inquiries using electronic and hard copy sources. Handled heavy equipment up to 10,000 pound capacity. Responsible for technical supply management work such as inventory management, storage management, cataloging, property utilization, and related retail and wholesale supply activities in accordance with Supply Management Army (SMA) initiatives. Maintained work segregated by commodity area and controlled in terms of difficulty, complexity and responsibility. Trained and supervised subordinates in supply operations to include warehousing, inventory and location management. Assigned daily work assignments and tasks, maintained direction and control and defined priorities, thus ensuring we met deadlines on time for the overall program. Interpreted and resolved unusual problems regarding policy and overall methods utilizing reports, conferences and decision making skills. Performed inspection of work efforts to ensure complete and in compliance with Government regulations and policy. Skilled in word processing, spreadsheets and databases. Made and received telephone calls from end users. Provided verbal direction and guidance to subordinates. Knowledge of governing supply regulations, policies, procedures, instructions, along with a detailed

knowledge of IT systems/equipment components. Provided feedback relative to problem solving. Excellent oral and written communication skills. Provided customer service both in person and over the telephone.

US Army/Active Duty [REDACTED] (10/05/2002 - 10/09/2005) -
92F Petroleum Supply Specialist/ Transportation
Ft. Campbell, Kentucky United States

Supervisor: [REDACTED] Phone: [REDACTED]

Salary: \$1,496.00 per month

Duties: Assisted in Procurement and Acquisition of bulk fuels, Responsible for the proper storage and shipment of petroleum base products such as oil, fuel and compressed gases. Supervised and managed the reception, storage and shipping of bulk or packaged petroleum products. Disbursed bulk fuels, and water from storage and distribution facilities. Coordinated the submittal of sample on the: petroleum, oils, and lubricants, to labs for special testing. Performed petroleum and water accounting duties within multiple reporting tools such as excel spreadsheets and databases. Trained and skilled at all safety levels to ensure processes were implemented thus preventing: harm to self, others, and facilities in the event of petroleum spillage or fire by using approved checklist while handling fuels/oils. Responsible for inspection of all: hoses, valves and operating pumps to ensure safe and proper load procedures were followed when loading petroleum products into tankers, trucks, airplanes, ships and railroad cars. Tested oil and fuels for pollutants and made necessary recommendations for any corrective actions. Performed regular maintenance procedures on all equipment used for transportation vehicles to ensure they were operating in a safe and orderly fashion. Monitored all tanks and storage tanks to ensure proper they maintained the correct inventory volume and temperatures for safety and proper operation at all time. Maintained storage and shipping records for petroleum's and oils in excel spreadsheets, and databases. Controlled and coordinated, redistribution of excess material for reutilization of equipment and material. Provided reports to proper chain of command, following administrative regulations and procedural guidelines, for the maintenance of records and notification to submit additional supply requests. Stored and moved packaged petroleum products using 10K forklifts. Maintained and operated all vehicles in the motor pool as well including: five ton heavy trucks, buses, water/fuel tanks trucks, semi-trailers, heavy troop transports and sedans. Trained and experienced in the proper load plans for all equipment heavy trucks, buses, water/fuel tank trucks, semi

trailers and heavy troop transports and sedans as per plan. Ensured maintenance and safety checks were performed on all vehicles to permit movement at any given time. Performed all repair and diagnostics on equipment utilizing the safety and skills training provided by the US Army. Drove vehicles for both performance of both safety inspection, and regular duty, ensuring they were suitable for all types of terrains. Traveled alone, and in convoys, during combat operations. Maintained records on maintenance performed and mileage records for fuel/oil usage on all command vehicles and equipment and reported metrics. Was responsible for coordination of custodial services, recycling services, energy conservation, and hazardous material inspections. Capable of following, and giving orders along with the need to follow specific work instructions to ensure the safety and security of all personnel.

Education:

College: Macomb Community College, [REDACTED]

L'Anse Creuse Adult Education High School - [REDACTED]

Awards:

Certificate of Appreciation / on the spot award – 7/21/11

5 years of civil service award

Army Achievement medal, Army Good Conduct Medal, Army Driver and Mechanics Badge, Army Service Ribbon, Overseas Service Ribbon, Iraq Campaign Medal, National Defense Service Medal, Global War on Terrorism Service Medal, also numerous certificates of achievement, Certificate of Appreciation 21 July 2011.

Training:

Basic Training - 6 wks Ft. Jackson, SC

Petroleum Special school- 8 wks Ft. Lee, VA

Hazmat Training and Transporting - 6 wks. Ft. Leonard Wood, MO

Extensive forklift experience from 4k up to 10k Ft. Campbell, KY & Mosul, Iraq

I am a [REDACTED]

U.S. ARMY [REDACTED]

Secret Security Clearance

LMP Supply System

GCSS-ARMY Supply System

DLA Transaction Services System

GSA Advantage System

SARSS Supply System

WMMS Supply System

PBUSE Property Book System

ADP Inventory System
CDSO safety officer training
PHRH training-(DOL) provided
Lean Six Sigma Awareness course
CES Foundation Course
CES Basic Course
CES Intermediate Course
Life Cycle Logistics ACQ [REDACTED]
Program Management [REDACTED]

**General Services Administration
All Applicant Data Report
Announcement Number: 1812136AFMP
Position Title: Supply Specialist
Staging Area Number: SA-GSA-0001**

Name: [REDACTED]
SSN: [REDACTED]
MIDX: [REDACTED]
Address1: [REDACTED]
Address2:
City: [REDACTED]
State: [REDACTED]
Country: [REDACTED]
Post Code: [REDACTED]
Plus4: 3213
Telephone 1: [REDACTED]
Telephone 2: [REDACTED]
Email: [REDACTED]
United States Citizen: [REDACTED]
Veterans' Preference: [REDACTED]
Military Service Dates (Start of Service - End of Service):
[REDACTED]
Location(s) Applied to: Kansas City, MO(US)

Vacancy Questions and Responses

What locations do you wish to apply to?

Kansas City, MO(US)

What Grades do you wish to apply to?

09

11

12

Grade: 09

1. Please choose the answer that best describes your experience and/or education.

Answers:

1. I possess one year of specialized experience equivalent to the GS-7 level in the Federal service. Specialized experience is experience applying supply principles, concepts, and methodologies in order to identify, evaluate, and recommend solutions to supply issues or problems in one or more of the following specialty supply areas: supply program management; inventory management; distribution facilities and storage management; packaging; and supply cataloging.

2. Please check the statement that applies to you, relating to time-in-grade requirements for the GS-9 level.

Answers:

1. I have held a position in the General Schedule at a grade equal to or higher than a GS-7 for at least one full year (or will have within 30 days from the closing date of this announcement.)

3. Do you have supply experience that includes using the Federal Catalog System's National Stock Number (NSN)?

Answers:

1. Yes

4. I have experience in the following related supply system programs:

Answers:

1. Multiple Award Schedules
2. GSA Advantage
3. GSA Global Supply
4. Product Management & Technical Services
5. Stock
6. GSA Special Order Programs
7. GSA E:Buy
8. EPS (Electronic Posting System)

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10. FEDLOG
11. TIMS (Technical Item Management System)
12. NCAL (National Cataloging Action Log)

5. As a regular and recurring part of the job(s) you have held, do you have experience using automated supply systems and/or programs?

Answers:

1. Yes

6. From the following, please select the response that accurately describes your experience in assisting customers with on-going logistics support, keeping abreast of operational changes that impact customers.

Answers:

4. I have lead or managed a unit responsible for providing customers with on-going logistics support. I ensured that my team was kept informed of all operational changes with an impact on our customers.

7. From the list below, select the software applications that you are proficient at and use in accomplishing day-to-day office functions.

Answers:

1. Microsoft Word
2. Microsoft PowerPoint
3. Email Programs (e.g., Lotus Notes, Outlook, Exchange, etc.)
4. Microsoft Access
5. Microsoft Excel
6. Microsoft Project

8. I have performed the following using an automated database system:

Answers:

1. Input data
2. Develop Ad-hoc reports
3. Run routine and/or canned reports
4. Analyze data

9. Choose the statement(s) that accurately describe your oral and written communication skills.

Answers:

1. Effectively communicated technical information to internal and external audiences.
2. Conducted training sessions with varied audiences with different levels of comprehension.
3. Effectively communicated organizational strategies, goals, objectives, or priorities on a regular basis.
4. Prepared and presented analytical information to senior management officials within the organization.
5. Developed and presented comprehensive material for reports, briefings or meetings with senior management officials.

Grade: 11

1. Please choose the answer that best describes your experience and/or education.

Answers:

1. I possess one year of specialized experience equivalent to the GS-9 level in the Federal service. Specialized experience is experience applying supply principles, concepts, and methodologies in order to research, analyze and resolve issues and problems in two or more of the following specialty supply areas: supply program management; inventory management; distribution facilities and storage management; packaging ;and supply cataloging.

2. Please check the statement that applies to you, relating to time-in-grade requirements for the GS-11 level.

Answers:

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1. I have held a position in the General Schedule at a grade equal to or higher than a GS-9 for at least one full year (or will have within 30 days from the closing date of this announcement.)

3. Do you have supply experience that includes using the Federal Catalog System's National Stock Number (NSN)?

Answers:

1. Yes

4. I have experience in the following related supply system programs:

Answers:

1. Multiple Award Schedules
2. GSA Advantage
3. GSA Global Supply
4. Product Management & Technical Services
5. Stock
6. GSA Special Order Programs
7. GSA E:Buy
8. EPS (Electronic Posting System)
10. FEDLOG
11. TIMS (Technical Item Management System)
12. NCAL (National Cataloging Action Log)

5. Do you have experience in proofreading technical information and commercial product literature catalogs in order to verify correctness and/or to perform analysis and review?

Answers:

1. Yes

6. Have you provided supply management decisions when issues to be resolved are complex and accompanied by insufficient data?

Answers:

1. Yes

7. As a regular and recurring part of the job(s) you have held, do you have experience using automated supply systems and/or programs?

Answers:

1. Yes

8. From the following, please select the response that accurately describes your experience in assisting customers with on-going logistics support, keeping abreast of operational changes that impact customers.

Answers:

4. I have lead or managed a unit responsible for providing customers with on-going logistics support. I ensured that my team was kept informed of all operational changes with an impact on our customers.

9. From the list below, select the software applications that you are proficient at and use in accomplishing day-to-day office functions.

Answers:

1. Microsoft Word
2. Microsoft PowerPoint
3. Email Programs (e.g., Lotus Notes, Outlook, Exchange, etc.)
4. Microsoft Access
5. Microsoft Excel
6. Microsoft Project

10. I have performed the following using an automated database system:

Answers:

1. Input data
2. Develop Ad-hoc reports
3. Run routine and/or canned reports

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Staging Area Number: SA-GSA-0001**

4. Analyze data

11. Choose the statement(s) that accurately describe your oral and written communication skills.

Answers:

1. Effectively communicated technical information to internal and external audiences.
2. Conducted training sessions with varied audiences with different levels of comprehension.
3. Effectively communicated organizational strategies, goals, objectives, or priorities on a regular basis.
4. Prepared and presented analytical information to senior management officials within the organization.
5. Developed and presented comprehensive material for reports, briefings or meetings with senior management officials.

12. Which of the following best describes your experience developing and writing reports describing/explaining supply logistics or supply chain matters?

Answers:

4. I have developed and written reports describing/explaining routine supply logistics or supply chain issues as a regular part of jobs I have held.

13. I have experience applying supply regulations, policies and procedures.

Answers:

1. True

Grade: 12

Specialized experience is experience researching, analyzing, and evaluating the effectiveness and efficiency of supply programs and/or operations in two or more of the following specialty supply areas: supply program management; inventory management; distribution facilities and storage management; packaging; and supply cataloging. Such experience must have included developing solutions to resolve complex supply issues and problems.

1. Do you have one year of specialized experience as described above, equivalent to the GS-11 level or higher in the Federal service?

Answers:

1. Yes

2. Please check the statement that applies to you, relating to time-in-grade requirements for the GS-12 level.

Answers:

1. I have held a position in the General Schedule at a grade equal to or higher than a GS-11 for at least one full year (or will have within 30 days from the closing date of this announcement.)

3. Do you have supply experience that includes using the Federal Catalog System's National Stock Number (NSN)?

Answers:

1. Yes

4. Which of the following best describes your experience in maintaining content in product information databases, ensuring accuracy; and working with others in the development of product content?

Answers:

5. I am highly skilled in maintaining content in product information databases, ensuring accuracy, and working with others in the development of product content, obtainment of product images, and reviewing of information on catalog production pages to ensure accurate information is presented to customers in an easy-to-understand fashion. I performed this task routinely and have conducted training in this area.

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5. I have experience in the following related supply system programs:

Answers:

1. Multiple Award Schedules
2. GSA Advantage
3. GSA Global Supply
4. Product Management & Technical Services
5. Stock
6. GSA Special Order Programs
7. GSA E:Buy
8. EPS (Electronic Posting System)
10. FEDLOG
11. TIMS (Technical Item Management System)
12. NCAL (National Cataloging Action Log)

6. Do you have experience in proofreading technical information and commercial product literature catalogs in order to verify correctness and/or to perform analysis and review?

Answers:

1. Yes

7. Have you provided supply management decisions when issues to be resolved are complex and accompanied by insufficient data?

Answers:

1. Yes

8. As a regular and recurring part of the job(s) you have held, do you have experience using automated supply systems and/or programs?

Answers:

1. Yes

9. From the following, please select the response that accurately describes your experience in assisting customers with on-going logistics support, keeping abreast of operational changes that impact customers.

Answers:

4. I have lead or managed a unit responsible for providing customers with on-going logistics support. I ensured that my team was kept informed of all operational changes with an impact on our customers.

10. I possess in-depth knowledge of inter-related supply processes such that I can perform the following duties :

Answers:

1. Recommend new or revised directives or implementing procedures
2. Provide authoritative interpretations and guidance to management officials and other supply specialists.
3. Resolve supply issues involving conflicting program requirements.
4. Review operating supply programs for adequacy, efficiency and need for improvement.

11. From the list below, select the software applications that you are proficient at and use in accomplishing day-to-day office functions.

Answers:

1. Microsoft Word
2. Microsoft PowerPoint
3. Email Programs (e.g., Lotus Notes, Outlook, Exchange, etc.)
4. Microsoft Access
5. Microsoft Excel
6. Microsoft Project

12. I have performed the following using an automated database system:

Answers:

1. Input data
2. Develop Ad-hoc reports
3. Run routine and/or canned reports

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4. Analyze data

13. Choose the statement(s) that accurately describe your oral and written communication skills.

Answers:

1. Effectively communicated technical information to internal and external audiences.
2. Conducted training sessions with varied audiences with different levels of comprehension.
3. Effectively communicated organizational strategies, goals, objectives, or priorities on a regular basis.
4. Prepared and presented analytical information to senior management officials within the organization.
5. Developed and presented comprehensive material for reports, briefings or meetings with senior management officials.

14. Which of the following best describes your experience developing and writing reports describing/explaining supply logistics or supply chain matters?

Answers:

4. I have developed and written reports describing/explaining routine supply logistics or supply chain issues as a regular part of jobs I have held.

15. I have experience applying supply regulations, policies and procedures.

Answers:

1. True

16. Do you have experience in conducting research and analyzing and interpreting various management data, including guidelines and policies, to make logical decisions and improve efficiency?

Answers:

1. Yes

All Grades

PLEASE NOTE: The system has a navigation bar at the top of the each screen. Proceed through each step, providing any required information and documents until you reach the "Application Review" screen. To submit your application, you must select the "Submit Application" button at the bottom of the page or your application will be considered incomplete and you will not be considered for this vacancy. You may return to your application to make any changes or edits at any time prior to midnight Eastern Time of the closing or deadline of the announcement. If you make any changes to your application, be sure to navigate back through the steps and select the "Submit" button on the "Application Review" screen. Once you submit your application, you will be forwarded to the "Confirmation Page" where you can download all or part of your application, return to USAJOBS or GSA's dashboard.

Please Note: Effective January 1, 2010, the Office of Personnel Management (OPM) must authorize any employment offers we make to current or former (within the last 5 years) political Schedule A, Schedule C or Non-Career SES (Political) employees in the Executive Branch. So, if you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information to the Human Resources Office. Failure to disclose this information could result in disciplinary action including removal from Federal Service.

1. Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answers:

2. No

If you answered **Yes** then answer the following questions.

1.1. Please provide the following information regarding your most recent political appointment: Position Title/Type of Appointment (i.e., Schedule A, Schedule C, or Non

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Career SES); Agency; Dates held (beginning and ending dates)

Answers:

2. Are you applying for this position based on current eligibility under the Interagency Career Transition Assistance Plan (ICTAP)?

Answers:

2. No

If you answered **Yes** then answer the following questions.

2.1. If you are applying for this position under the Interagency Career Transition Assistance Plan (ICTAP), select the choice(s) that apply:

Answers:

3. Are you a current General Services Administration associate?

Answers:

2. No

If you answered **Yes** then answer the following questions.

3.1. GSA's Associate Performance Plan and Appraisal System states that to be promoted within GSA, an employee's most recent rating of record must be at the Level 3 or higher. Which of the following best describes the rating you received on your most recent performance appraisal (rating of record)?

Answers:

3.2. Please list the date received, level of rating, and the name of the supervisor who issued the rating. If you have not received a rating, please provide the reason you have not received one. Your response will be limited to 1,000 characters which is approximately one-quarter typewritten page.

Answers:

If you answered **No** then answer the following questions.

3.1. Do you have a current annual performance rating that is equal to pass or successful?

Answers:

1. Yes

3.2. Give the date of your last official appraisal, the name, title & phone number of the supervisor who evaluated your performance.

Answers:

4. Please check the statements that apply to you, relating to your eligibility for noncompetitive consideration for a full performance level GS-12 position.

Answers:

5. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answers:

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

**General Services Administration
All Applicant Data Report
Announcement Number: 1812136AFMP
Position Title: Supply Specialist
Staging Area Number: SA-GSA-0001**

Assessment Questions

GRADE: 11

1. Please describe your experience using automated supply systems and/or programs. Include in your response the name of the systems and/or programs you have used and your purpose for using them. Limit your response to 4,000 characters which is approximately 1 typewritten page in length.

Answers: I had a successful career with the U.S. Army, where I moved through the position of an automated logistical specialist supervise. Managed a company responsible for providing customers with on-going logistics support I have experience in Warehouse Operation, Property Inventory, Property Accountability, and Analytic Studies. I am trained in General Fund Enterprise System (GFEBS), Standard Army Management Information Systems (STAMIS), Standard Army Retail Supply System (SARSS), and Property Book Unit Supply Enhanced (PBUSE). Responsible Logistics Management Specialist proficient in Conducts surveys, inspections and inventories to ensure compliance with logistical directives and appraises operating officials of detected deficiencies and prescribes corrective action, and Serves as a project lead on special projects, making functional assignments to team members, outlining anticipated problems, determining objectives and the desired results of assignments

2. Please describe your experience applying supply regulations, policies and procedures. Your response will be limited to 4,000 characters, which approximately one typewritten page in length.

Answers: Provides technical advice and guidance to operating level personnel regarding the interpretation of materiel management regulations. Responsible for developing, coordinating, operating, evaluating and executing various aspects of controlled property management and materiel control at the command level.

GRADE: 12

1. Please describe your experience using automated supply systems and/or programs. Include in your response the name of the systems and/or programs you have used and your purpose for using them. Limit your response to 4,000 characters which is approximately 1 typewritten page in length.

Answers: I had a successful career with the U.S. Army, where I moved through the position of an automated logistical specialist supervise. Managed a company responsible for providing customers with on-going logistics support I have experience in Warehouse Operation, Property Inventory, Property Accountability, and Analytic Studies. I am trained in General Fund Enterprise System (GFEBS), Standard Army Management Information Systems (STAMIS), Standard Army Retail Supply System (SARSS), and Property Book Unit Supply Enhanced (PBUSE). Responsible Logistics Management Specialist proficient in Conducts surveys, inspections and inventories to ensure compliance with logistical directives and appraises operating officials of detected deficiencies and prescribes corrective action, and Serves as a project lead on special projects, making functional assignments to team members, outlining anticipated problems, determining objectives and the desired results of assignments

2. Please describe your experience in conducting research and analyzing and interpreting various management data, including guidelines and policies, to make logical decisions and improve efficiency. Your response will be limited to 4,000 characters, which approximately one typewritten page in length.

Answers: Conducts investigations in cooperation with government agencies to determine causes of transportation accidents and to improve safety procedures. Collects, consolidate, and analyze a variety of statistical and narrative data, and prepares a variety of recurring and non-recurring reports related to various aspects of procurement management and business programs and activities.

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Staging Area Number: SA-GSA-0001**

3. Please describe your experience applying supply regulations, policies and procedures. Your response will be limited to 4,000 characters, which approximately one typewritten page in length.

Answers: Reviews work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.

GRADE: 09

1. Please describe your experience using automated supply systems and/or programs. Include in your response the name of the systems and/or programs you have used and your purpose for using them. Limit your response to 4,000 characters which is approximately 1 typewritten page in length.

Answers: I had a successful career with the U.S. Army, where I moved through the position of an automated logistical specialist supervise. Managed a company responsible for providing customers with on-going logistics support I have experience in Warehouse Operation, Property Inventory, Property Accountability, and Analytic Studies. I am trained in General Fund Enterprise System (GFEBS), Standard Army Management Information Systems (STAMIS), Standard Army Retail Supply System (SARSS), and Property Book Unit Supply Enhanced (PBUSE). Responsible Logistics Management Specialist proficient in Conducts surveys, inspections and inventories to ensure compliance with logistical directives and appraises operating officials of detected deficiencies and prescribes corrective action, and Serves as a project lead on special projects, making functional assignments to team members, outlining anticipated problems, determining objectives and the desired results of assignments

GRADE: All Grades

1. PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions. Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume. For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page. After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy. Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page. If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

Answers:

2. In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

Answers:

3. We recommend that you print the questions and prepare your answers before you start the application process. If there are essay questions in this announcement, you can create your answer in a word processing program and then copy and paste it into the essay answer block.

Answers:

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Position Title: Supply Specialist
Staging Area Number: SA-GSA-0001

Resume

[REDACTED]
[REDACTED]
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[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Highest Grade: 11

Availability: Job Type: Permanent
Work Schedule: Full-Time

Work Experience: DEFENSE LOGISTICS AGENCY
04/2015 - Present

[REDACTED]

Battle Creek, MI 49037 US

Hours per week: 40

Series: 2001

Pay Plan: GS

Grade: 11

Supervisor: [REDACTED]

Okay to contact this Supervisor: Contact me first

GENERAL SUPPLY SPECIALIST

Analyzes logistics data, using methods such as data mining, data modeling, or cost or benefit analysis.

Applies analytical techniques in evaluating problems, making recommendations and formulating plans for corrective actions on inventory and stock surveillance issues. Enter logistics-related data into databases.

Investigated and resolved discrepancies and gather/analyze inventory information which includes researching gains/losses resulting from physical inventory counts from non-accountable storage activities and inventory adjustment trends at accountable storage activities.

Maintained logistics records in accordance with corporate policies.

Monitor inventory transactions at warehouse facilities to assess receiving, storage, shipping, or inventory integrity.

Performs the more difficult and complex functions associated with responding to problems and formulating plans for corrective actions on controlled property.

Provides guidance in the material management as it involves item identification, inventory control, materiel accountability, and transaction reconciliation with Disposition Services Head Quarters (HQ,) contractors, Department of Defense Logistics Agency (DOD) generating activities.

Provides technical advice and guidance to operating level personnel regarding the interpretation of materiel management regulations.

Responsible for developing, coordinating, operating, evaluating and executing various aspects of controlled property management and materiel control at the command level.

Responsible Logistics Management Specialist proficient in Conducts surveys, inspections and inventories to ensure compliance with logistical directives and apprises operating officials of detected deficiencies and prescribes corrective action, and Serves as a project lead on special projects, making functional assignments to team members, outlining anticipated problems, determining objectives and the desired results of assignments.

Supply chain management and logistics professional with over twenty (20) years of specialized supply chain planning, logistics operations, material and inventory control, customer service, and warehouse operations experience.

Possess a diverse skill set, education, and experience. Consistently recognized and awarded for exemplary job performance, and has exhibit a great amount of integrity, sound judgment and professionalism.

**General Services Administration
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Proficient with a variety of Microsoft Software: Excel, Power point, Access, Word and Outlook.

Reliable Logistic Manager with Master Business Administration (MBA) in Supply Chain Management and Logistic Operation and background in Automated Supply Specialist, and Supply Unit/ Inventory Management Specialist.

Areas of expertise include Inventory Management , Procurement management, Logistic Management, Property Disposal Specialist, Supply Systems Analyst , Supply Technician and Transportation Specialist

Dedicated Logistic Specialist with 20 plus years of experience combining management and customer service expertise in Automated Logistic Specialist/Material Management Manager (Non Commission officer) and unit supply specialist on Active military duty.

Exceptional customer services skills, with a 10 year background in high-turnover fast-paced shipping, and receiving warehouse operation.

Exceptional customer services skills, with a 10 year background in high-turnover fast-paced shipping, and receiving warehouse operation.

Goal-oriented Logistic Specialist dedicated to high levels of customer satisfaction and meeting aggressive business goals.

Hard working Logistic Specialist who drives high sales in both slow and busy shifts.

Maintain active Secret Government Security Clearance.

Maintains an orderly and neat store floor at all times.

Motivated leader with strong organizational and prioritization abilities.

Outgoing Logistic Specialist offering superb customer service proficiency and passion for exceeding sales goals.

Passionate and motivated, with a drive for excellence.

Continuous improvement, databases, delivery, forecasting, government, logistics, managing, meetings, procurement, purchasing, research analyst, safety, shipping, supply chain, and transportation Customer and Personal Service, Time Management, Judgment and Decision Making, Complex Problem Solving, Public Safety and Security, and Operations Analysis. Responsible for assisting in the identification of all logistical activities requiring provisioning support. Identify, analyze and incorporate provisioning requirements into automated systems.

Promote safe work activities by conducting safety audits, attending company safety meetings, or meeting with individual staff members.

Provide logistical support for the command by preparing, compiling and analyzing historical logistic information for readiness meetings, logistical briefings and deployment

UNITED STATES DEPARTMENT OF THE ARMY

08/2013 - 04/2015

Fort Myer, VA 22211 US

Hours per week: 40

Series: 2150

Pay Plan: GS

Grade: 09

Supervisor:

Okay to contact this Supervisor: Contact me first

TRANSPORTATION OPERATIONS

Advised Operations Officer or support operations in supply matters to ensure customer satisfaction and optimum equipment availability to ensure maximum utilization of logistical resources.

Advised and provide counsel to employees regarding policies, procedures, and directives of management.

Analyzed and evaluated the effects of continuing changes in program/case plans and funding on the accomplishment of the organization's budget and program milestones (e.g., cost-benefit analysis, planning) programming-budgeting, management.

Analyzed and resolved difficult issues and problems related to supply processes, work methods, supply data management or day-to-day operational procedures.

Collaborate with other managers or staff members to formulate and implement policies, procedures, goals, or objectives.

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Collaborate closely with customers to determine short and long-term requirements, as well as develop, execute and continually refine those specific customer needs.

Composed, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.

Conducts employee training sessions on subjects such as hazardous material handling, employee orientation, quality improvement, or computer use.

Conducts investigations in cooperation with government agencies to determine causes of transportation accidents and to improve safety procedures.

Conducts searches to find needed information, using such sources as the Internet.

Coordinate conferences, meetings, or special events, such as luncheons or graduation ceremonies.

Create, maintained, and enter information into databases.

Developed financial, budget, and program data for reviews, suitable for management, executive, and DOD-level presentations.

Develop plans for material operations to optimize capability and capacity.

Direct activities of staff performing repairs and maintenance to equipment, vehicles, and facilities.

Direct activities related to dispatching, routing, or tracking transportation vehicles, such as aircraft or railroad cars.

Direct and coordinate, through subordinates, activities of operations department to obtain use of equipment, facilities, and human resources.

Direct investigations to verify and resolve customer or shipper complaints.

Direct investigations to verify and resolve customer or shipper complaints.

Direct procurement processes including equipment research and testing, vendor contracts, or requisitions approval.

Established work procedures or schedules and keep track of the daily work of clerical staff

Evaluate provisioning requirements and provide guidance related to supply, Monitor provisioning and related programs and assures all logistics actions are accomplished within proper timeframe to support the life cycle of the system/equipment.

Exercises initiative, ingenuity, and aggressiveness in identifying real or potential demand forecasting problems areas and arrives at timely solutions to assure maximum response to customer's demand needs thereby assuring the least possible hindrances to their missions.

Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.

Interpret supply status, interface with wholesale managers and expedite maintenance repair parts.

Learn to operate new office technologies as they are developed and implemented.

Locate and attach appropriate files to incoming correspondence requiring replies.

Maintained adequate inventories; ensuring equipment inventories are complete, current, accurate and timely; managing, planning, developing and implementing various projects.

Manage projects or contribute to committee or team work.

Manage supply chain relationships providing quality products, on time, at lowest overall cost.

Managed and track funds execution and reprogramming for assigned products.

Monitor gauges or meters that measure speed, amperage, battery charge, or air pressure in brake lines or in main reservoirs.

Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules, union contracts, and government regulations.

Monitor spending to ensure that expenses are consistent with approved budgets.

Monitors the status of open orders, and receives/processes cancellations, updates, modifications and ensures closure.

Order and dispense supplies.

Performed a variety of duties in all phases of financial management, budget execution, and program planning related to the development, acquisition and deployment of assigned products.

Plan, organize, or manage the work of subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements.

Prepared written guidance in the development of strategies for implementation of new programs, supply technologies and/or business practice.

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UNITED STATES DEPARTMENT OF THE ARMY
11/2012 - 08/2013

[REDACTED]
Fort Myer, VA 22211 US

Hours per week: 40

Series: 2001

Pay Plan: GS

Grade: 07

Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

SUPPLY SPECIALIST

Adjusts equipping plans to meet unforeseen developments and new priorities.
Compiled, reviewed, and maintained data from contracts, purchase orders, requisitions, and other documents in order to assess supply needs.
Contact carrier representatives to make arrangements or to issue instructions for shipping and delivery of materials.
Determined proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
Determined sequence and release of back orders according to stock availability.
Determined statistical information needed in order to evaluate effectiveness of the program
Disposed of damaged or defective items, or return them to vendors.
Disposing a wide range of property in accordance with all Federal Property Management laws, regulations, policies, and procedures
Ensured all required property is accounted for and successfully maintained authorized stockage in excess of \$25,000,000.
Examined equipment to detect leaks, worn or loose parts, or other indications of disrepair.
Examined shipment contents and compare with records such as manifests, invoices, or orders to verify accuracy.
Government Purchase Card, Purchase new or additional stock, or prepare documents that provide for such purchases.
Identifies logistical support requirements and integrates actions in support of directorate plans and programs. Develops specific plans, establish milestones, coordinates actions, adjust plans and schedules based on change or delays incurred, and develops alternate course of action to ensure mission accomplishment.
Issued or distributed materials, products, parts, and supplies to customers or coworkers, based on information from incoming requisitions.
Keep records on the use and/or damage of stock or stock handling equipment.
Maintained records of inventory or equipment usage and order medical instruments or supplies when inventory is low.
Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
Monitor overall demand planning performance and drive process improvements around planning and forecasting.
Operated and maintained steam autoclaves, keeping records of loads completed, items in loads, and maintenance procedures performed.
Orders and dispense supplies through the General Fund Enterprise Business System (GFEBS)
Oversee, prepare reports, tables, and summaries on results of delegated programs, and prepare briefing material and information about the formula and/or discretionary programs for use by the Division Chief, Office Director, Deputy Associate and Associate Administrators for Program Management.
Packs and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
Packs, seal, label, or affix postage to prepare materials for shipping, using hand tools, power tools, or postage meter.
Performed related tasks such as coordinating property accounting and control activities at the department level by reviewing inventory and property accounting documents prepared by other units, and independently researching and reconciling discrepancies between units.

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Prepared and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
Prepared documents, such as work orders, bills of lading, or shipping orders, to route materials.
Prepares comprehensive supply evaluations/studies measuring the equipment on hand posture for the system within the total organization.
Received and counts stock items, and record data manually or using computer.
Receives supply requests, reviews and approves for completeness and conformity to guidelines.
Recommend disposal of excess, defective, or obsolete stock.
Recommends policy and regulatory changes and program enhancements.
Record shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or recordkeeping purposes.
Reports defective equipment to appropriate supervisors or staff.
Requisitions and store shipping materials and supplies to maintain inventory of stock.
Research new markets for potential bidders in order to make them aware of bidding opportunities
Resolves supply problems reported by activities.
Responsible for managing eight direct reports primarily involved in receiving, handling, storing, maintaining while in storage, issuing, and physically controlling materials within a storage and distribution system.
Serves as technical advisor on logistics matters to commanders and staff officers regarding supply, maintenance, transportation and food service information systems.
Serves as the primary customer facing point of contact for the Order Fulfillment Process.
Stored items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.

UNITED STATES DEPARTMENT OF STATE
09/2010 - 11/2012

Washington DC, DC 20520 US

Hours per week: 40

Series: 2001

Pay Plan: GS

Grade: 05

Supervisor:

Okay to contact this Supervisor: Contact me first

SUPPLY TECHNICIAN

Analyze all aspects of corporate logistics to determine the most cost-effective or efficient means of transporting products or supplies.
Analyze and coordinated the logistical functions and responsible for the entire life cycle of a product including acquisition, distribution, internal allocation, delivery, and final disposal of resources.
Analyze the financial impact of proposed logistics changes, such as routing, shipping modes, product volumes or mixes, or carriers.
Collaborate with other departments to integrate logistics with business systems or processes, such as customer sales, order management, accounting, or shipping.
Collects, consolidate, and analyze a variety of statistical and narrative data, and prepares a variety of recurring and non-recurring reports related to various aspects of procurement management and business programs and activities.
Conducts or reviewed environmental audits for logistics activities, such as storage, distribution, or transportation.
Conducts property disposal and reutilization, transfer, donation, and sales.
Develops logistics management plans that involve planning, coordinating and evaluating actions required to support depot mission workload and resource requirements.
Directs distribution center operation to ensure achievement of cost, productivity, accuracy, or timeliness objectives.
Directs inbound or outbound logistics operations, such as transportation or warehouse activities, safety performance, or logistics quality management.
Directs or coordinate comprehensive logistical or reverse logistical functions for product

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life cycles, including acquisition, distribution, internal allocation, delivery, recycling, reuse, or final disposal of resources.

Disposed a wide range of property in accordance with all Federal Property Management laws, regulations, policies, and procedures

Edited and received supply transactions while maintaining property accountability documents in excess of \$10,000,000.

Established or monitor specific supply chain-based performance measurement systems.

Estimates resource requirements, monitors compliance, and troubleshoots problems.

Implements specific customer requirements, such as internal reporting or customized transportation metrics.

Maintained and develops positive business relationships with a customer's key personnel involved in or directly relevant to all logistics maintenance activity.

Maintained metrics, reports, process documentation, customer service logs, or training or safety records.

Monitor product import or export processes to ensure compliance with regulatory or legal requirements.

Negotiated with suppliers or customers to improve supply chain efficiency or sustainability.

Participates in carrier management processes, such as selection, qualification, or performance evaluation.

Participates in the planning, directing, evaluating, briefing, and coordinating of actions to support the management of specified combat vehicles, missile guidance systems, optical instrument, weaponry systems, small arms weapons and other projects.

Plan or implement improvements to internal or external logistics systems or processes.

Plan or implement material flow management systems to meet production requirements.

Plan, organize, and execute logistics support activities such as maintenance planning, repair analysis, and test equipment recommendations.

Recommend purchase of new or improved technology, such as automated systems.

Resolves problems concerning transportation, logistics systems, imports or exports, or customer issues.

Reviewed global, national, or regional transportation or logistics reports for ways to improve efficiency or minimize the environmental impact of logistics activities.

Reviews work in progress and prepare reports/briefings as required during and upon completion of projects.

Serves as a project lead on special projects, making functional assignments to team members, outlining anticipated problems, determining objectives and the desired results of assignments.

Serves as logistics manager for new and existing production programs with responsibility for program creation, cost estimates, acceptance, command scheduling, routing and bills of material, progress reporting and program closure, along with responsibility for demand management.

Serves as project coordinator for systems and equipment, prototype development, initial fabrication, production run, along with initial and following fielding and major modifications of systems and subsystems.

Serves as the communication link between the Depot and customer as negotiator of current and out-year forecasted schedules and to report on the status of their programs.

Supervises the work of logistics specialists, planners, or schedulers.

Supports the business through ad-hoc queries, and maintains reports from a variety of resources as specific to department or organizational needs.

Track the consolidation for different class of supplies and equipment.

UNITED STATES DEPARTMENT OF ARMY (Active Duty)

01/2005 - 12/2009

Fort Dix,, NJ 08640-7600 US

Hours per week: 40

Pay Plan: ZY

Supervisor:

Okay to contact this Supervisor: Contact me first

SUPERVISOR, SUPPLY SYSTEM ANALYST

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Responsible for receipt, control, and accountability of sensitive information. Assisted with administering sensitive information and personnel access programs and security classification.

Assisted with the selection of property for sale and the preparation of sales write-ups. Authorized stock and operated a variety of specialized military software. Safely operated 5-ton trucks, forklift, various pallet jacks and other heavy wheeled track vehicles. Communicated orally and in writing to personnel.

Compiles data for and works with higher grade Project Managers/Budget Analysts and upper management in the preparation of project management data and the formulation of that data for input into upward reporting systems.

Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.

Conducts searches to find needed information, using such sources as the Internet.

Conducts visual inspections of equipment of proper shipping requirements for domestic or international locations.

Conducts logistics audits, compliance reviews and program effectiveness and efficiency reviews based on self-developed and nationally developed standards, of all facility activities to ensure stellar level services are provided and comply with all applicable laws, rules, regulations, directives and procedures.

Creates, maintained, and enter information into databases.

Directs the preparation and maintenance of Standard Operating Procedures (SOPs) and enforces the consistent and continuing use of those SOPs.

Emphasis placed on safety resulted in zero accidents and injuries.

Ensured carrier compliance with company policies or procedures for product transit or delivery.

Ensured that all security demands were in compliance with military regulations.

Ensured that hazardous property was turn-in according to regulations to Defense Reutilization and Marketing Office (DRMO).

Established work procedures or schedules and keep track of the daily work of clerical staff.

Established automated system for tracking and turning in man-hour report resulting 30% improvement on monthly reconciliation.

Experience in performing stock records and warehouse functions, including accurate bench and shop stock, stock receipt, storage, distribution, issue and inventory control.

Greets visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.

Initiated and maintained required environmental reports, plans and records for processing of hazardous property.

Leads efforts to resolve problems, improve processes and develop new techniques and procedures.

Locate and attach appropriate files to incoming correspondence requiring replies.

Maintained 100% Standard Army Retail Supply System (SARSS) reconciliation report saving over \$100,000.

Managed projects or contribute to committee or team work.

Operated office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.

Oversees the preparation of property for disposal in compliance with local, state, and federal regulations regarding storage, movement, and disposition with specific priority regarding hazardous material, environmental issues, and/or demilitarization.

Performed payroll functions, such as maintaining timekeeping information and processing and submitting payroll.

Performed a wide variety of technical tasks relating to property disposal system through reutilization, transfer, donation (R/T/D) and sales of excess DOD property involving a large variety of specialized items and equipment.

Prepare conference or event materials, such as flyers or invitations.

Provided services to customers, such as order placement or account information.

Provided training on the interpretation of supply and inventory management policies and procedures.

Recommend purchase of new or improved technology, such as automated systems.

Responsible for all actions, activities and coordination performed by the Material Management Section to provide effective, efficient material management support and storage

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implementation.

Reviews work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.

Reviews workload and staffing on a daily basis and distributes or redistributes assets accordingly and in concert with established policy.

Reviews, analyzes, and submits major and minor System Change Requests to existing systems. Serves as a primary depot level technical authority on distribution operations and programs.

Works with the Budget Analyst in order to insure that funding processes, upward reporting and general overall budget objectives are consistent with organizational goals.

Education: TRIDENT UNIVERSITY

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Touro University

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Job Related Training: Certified 1 Life Cycle Logistic

Military Standard Requisitioning and Issue Procedures (MILSTRIP)

Lift Truck Operator certified

Automated Logistic Specialist Course, Phase 11, 2 Weeks, 2007

Advanced Noncommissioned Officer Common Leader Training Course, 2 Weeks, 2002

Non Commissioned Officer Professional Development Ribbon (3rd Award)

Unit Supply Specialist, Inventory Management (92Y)

Supply Management Course

Automated Logistical Specialist

Total Army Instructor Training Course, 1 Week, 2000

Basic Noncommissioned Officer Course, Phase I & II 4 Weeks 1999

Material Handler Course

Hazardous Awareness Management Course, 8 Weeks, 1994

Noncommissioned Officer Leadership Course, 5 Weeks, 1984

Hazardous Material & Waste Training, 8 Weeks, 1993

Hazardous Material Handling Course, 1 Week, 1993

Hazardous Respiratory Protection Course, 8 Weeks, 1993

Hazardous Waste Management Course, 1 Week, 1993

References:

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Additional Information: Commander's Award for Civilian Services Medal, 2015
Franklin Award, recognition of outstanding performance and customer services 2012
United States Army Distinguished Services Medal, 2006
United States Army Achievement Medal, 2006

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Name: [REDACTED]
SSN: [REDACTED]
MIDX: [REDACTED]
Address1: [REDACTED]
Address2: [REDACTED]
City: [REDACTED]
State: [REDACTED]
Country: [REDACTED]
Post Code: [REDACTED]
Plus4:
Telephone 1: [REDACTED]
Telephone 2: [REDACTED]
Email: [REDACTED]
United States Citizen: [REDACTED]
Veterans' Preference: [REDACTED]
Military Service Dates (Start of Service - End of Service):
[REDACTED]
Location(s) Applied to: Kansas City, MO(US)

Vacancy Questions and Responses

What locations do you wish to apply to?

Kansas City, MO(US)

What Grades do you wish to apply to?

12

Grade: 12

Specialized experience is experience researching, analyzing, and evaluating the effectiveness and efficiency of supply programs and/or operations in two or more of the following specialty supply areas: supply program management; inventory management; distribution facilities and storage management; packaging; and supply cataloging. Such experience must have included developing solutions to resolve complex supply issues and problems.

1. Do you have one year of specialized experience as described above, equivalent to the GS-11 level or higher in the Federal service?

Answers:

1. Yes

2. Please check the statement that applies to you, relating to time-in-grade requirements for the GS-12 level.

Answers:

1. I have held a position in the General Schedule at a grade equal to or higher than a GS-11 for at least one full year (or will have within 30 days from the closing date of this announcement.)

3. Do you have supply experience that includes using the Federal Catalog System's National Stock Number (NSN)?

Answers:

1. Yes

4. Which of the following best describes your experience in maintaining content in product information databases, ensuring accuracy; and working with others in the development of product content?

Answers:

5. I am highly skilled in maintaining content in product information databases, ensuring accuracy, and working with others in the development of product content, obtainment of product images, and reviewing of information on catalog production pages to ensure accurate information is presented to customers in an easy-to-understand fashion. I performed this task routinely and have conducted training in this area.

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5. I have experience in the following related supply system programs:

Answers:

2. GSA Advantage
3. GSA Global Supply
10. FEDLOG

6. Do you have experience in proofreading technical information and commercial product literature catalogs in order to verify correctness and/or to perform analysis and review?

Answers:

1. Yes

7. Have you provided supply management decisions when issues to be resolved are complex and accompanied by insufficient data?

Answers:

1. Yes

8. As a regular and recurring part of the job(s) you have held, do you have experience using automated supply systems and/or programs?

Answers:

1. Yes

9. From the following, please select the response that accurately describes your experience in assisting customers with on-going logistics support, keeping abreast of operational changes that impact customers.

Answers:

4. I have lead or managed a unit responsible for providing customers with on-going logistics support. I ensured that my team was kept informed of all operational changes with an impact on our customers.

10. I possess in-depth knowledge of inter-related supply processes such that I can perform the following duties :

Answers:

1. Recommend new or revised directives or implementing procedures
2. Provide authoritative interpretations and guidance to management officials and other supply specialists.
3. Resolve supply issues involving conflicting program requirements.
4. Review operating supply programs for adequacy, efficiency and need for improvement.

11. From the list below, select the software applications that you are proficient at and use in accomplishing day-to-day office functions.

Answers:

1. Microsoft Word
2. Microsoft PowerPoint
4. Microsoft Access
5. Microsoft Excel

12. I have performed the following using an automated database system:

Answers:

1. Input data
4. Analyze data

13. Choose the statement(s) that accurately describe your oral and written communication skills.

Answers:

1. Effectively communicated technical information to internal and external audiences.
2. Conducted training sessions with varied audiences with different levels of comprehension.
3. Effectively communicated organizational strategies, goals, objectives, or priorities on a regular basis.
4. Prepared and presented analytical information to senior management officials within the

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organization.

5. Developed and presented comprehensive material for reports, briefings or meetings with senior management officials.

14. Which of the following best describes your experience developing and writing reports describing/explaining supply logistics or supply chain matters?

Answers:

5. I am highly skilled at this job function. I have been acknowledged for producing accurate, complete, and timely reports describing/explaining complex and/or controversial supply logistics or supply chain issues.

15. I have experience applying supply regulations, policies and procedures.

Answers:

1. True

16. Do you have experience in conducting research and analyzing and interpreting various management data, including guidelines and policies, to make logical decisions and improve efficiency?

Answers:

1. Yes

All Grades

PLEASE NOTE: The system has a navigation bar at the top of the each screen. Proceed through each step, providing any required information and documents until you reach the "Application Review" screen. To submit your application, you must select the "Submit Application" button at the bottom of the page or your application will be considered incomplete and you will not be considered for this vacancy. You may return to your application to make any changes or edits at any time prior to midnight Eastern Time of the closing or deadline of the announcement. If you make any changes to your application, be sure to navigate back through the steps and select the "Submit" button on the "Application Review" screen. Once you submit your application, you will be forwarded to the "Confirmation Page" where you can download all or part of your application, return to USAJOBS or GSA's dashboard.

Please Note: Effective January 1, 2010, the Office of Personnel Management (OPM) must authorize any employment offers we make to current or former (within the last 5 years) political Schedule A, Schedule C or Non-Career SES (Political) employees in the Executive Branch. So, if you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information to the Human Resources Office. Failure to disclose this information could result in disciplinary action including removal from Federal Service.

1. Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answers:

2. No

If you answered **Yes** then answer the following questions.

1.1. Please provide the following information regarding your most recent political appointment: Position Title/Type of Appointment (i.e., Schedule A, Schedule C, or Non Career SES); Agency; Dates held (beginning and ending dates)

Answers:

2. Are you applying for this position based on current eligibility under the Interagency Career Transition Assistance Plan (ICTAP)?

Answers:

2. No

If you answered **Yes** then answer the following questions.

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2.1. If you are applying for this position under the Interagency Career Transition Assistance Plan (ICTAP), select the choice(s) that apply:

Answers:

3. Are you a current General Services Administration associate?

Answers:

2. No

If you answered **Yes** then answer the following questions.

3.1. GSA's Associate Performance Plan and Appraisal System states that to be promoted within GSA, an employee's most recent rating of record must be at the Level 3 or higher. Which of the following best describes the rating you received on your most recent performance appraisal (rating of record)?

Answers:

3.2. Please list the date received, level of rating, and the name of the supervisor who issued the rating. If you have not received a rating, please provide the reason you have not received one. Your response will be limited to 1,000 characters which is approximately one-quarter typewritten page.

Answers:

If you answered **No** then answer the following questions.

3.1. Do you have a current annual performance rating that is equal to pass or successful?

Answers:

1. Yes

3.2. Give the date of your last official appraisal, the name, title & phone number of the supervisor who evaluated your performance.

Answers:

4. Please check the statements that apply to you, relating to your eligibility for noncompetitive consideration for a full performance level GS-12 position.

Answers:

5. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answers:

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

Assessment Questions

GRADE: 12

1. Please describe your experience using automated supply systems and/or programs. Include in your response the name of the systems and/or programs you have used and your purpose for using them. Limit your response to 4,000 characters which is approximately 1 typewritten page in length.

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Answers: I utilized Enterprise Military Housing in controlling Army Furnnishings. I am also utilized Global Combat Support System Army. This is a program that controls all of the Army's Property. It also tells you all the authorization of the Army's Property by class.

2. Please describe your experience in conducting research and analyzing and interpreting various management data, including guidelines and policies, to make logical decisions and improve efficiency. Your response will be limited to 4,000 characters, which approximately one typewritten page in length.

Answers: Controlled monthly cyclic inventory from inception to closeout. Initiated stratification of balances on multi-account items. Prepared Inventory Adjustment Summary of gains/losses and IAR for Chief, Log Div. and Commanders approval, for the formal annual inventory. Reviews all monthly inventory adjustment reports (IAR) for completeness and correctness for warehouse denials, for cyclic inventories, serviceable to unserviceable items, and location surveys. Insured proper documentation has been provided and determines items requiring causative research. Prepared and organized information for special reports, memoranda and correspondence and edits output in Inventory Management Reports.

3. Please describe your experience applying supply regulations, policies and procedures. Your response will be limited to 4,000 characters, which approximately one typewritten page in length.

Answers: Researches, analyzes, and define changes to the Common Table of Allowances (CTAs) and ensure the Furnish Purchase is in compliance. Ensured equipment is on hand or on valid requisition to enhance mission readiness

GRADE: All Grades

1. PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions. Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume. For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page. After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy. Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page. If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

Answers:

2. In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

Answers:

3. We recommend that you print the questions and prepare your answers before you start the application process. If there are essay questions in this announcement, you can create your answer in a word processing program and then copy and paste it into the essay answer block.

Answers:

Announcement Number: 1812136AFMP

Document Name: USJOBSResume

Name: [REDACTED]

AIDX: [REDACTED]

Telephone 1: [REDACTED]


Telephone 2: [REDACTED]

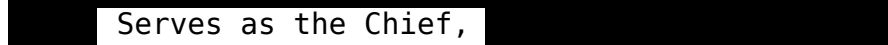
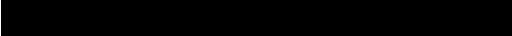
Email: [REDACTED]

July 10, 2018



EXPERIENCE

(12/11/2016 – Present), 40 Hours per week, SUPV. GENERAL SUPPLY SPECIALIST, GS-2001-11, \$57,561.00 per year, DPW, 

 Serves as the Chief,  for the USAG Daegu Area IV, Furniture Management Office, and direct supervision of Unaccompanied Housing (UH), Army Family Housing (AFH) and Housing Service Office (HSO) furnishing appliances & equipment worth over \$7,000,000. Assist in the develops overall installation's long and short range plans and procedures for furnishing administration, Responsible furnishings of 212 AFH units, 49 UH facilities with 2,780 quarters and 1,300 HSO quarters serving over 5,500 customers. Manages the maintenance, operating costs; prepares and develops annual budget using statistical data, past requirements for 3 separate budgeting MDEPS at an average over \$2,000,000 annually. Performs oversight and QA/QC for 6 separate contracts, for the delivery, repair, maintenance and disposal of all furniture and appliances throughout Area IV. Coordinate and oversee requisitioning, purchasing, receiving, storing, issuing, disposing, maintaining, repairing, accounting for, and transporting of all Unaccompanied Personnel Housing (UPH) and Army Family Housing (AFH) furnishings. Provide technical advice and guidance on policies, directives, and procedures. Participate in command planning (e.g. the rotation of troop units) to ensure furnishing requirements are met in a timely manner. Researches, analyzes, and define changes to the Common Table of Allowances (CTAs) and ensure the FP is in compliance. Manages the entire life cycle of a product, which includes how a product is acquired, distributed, allocated, and delivered. Evaluate furnishings to determine suitability, serviceability, and life cycle expectancy. Identify best practices to improve durability and increase life cycle expectancy. Conduct stock reviews and analyses; oversee maintenance of hand receipts and supply records; ensure preparation and submission of stock control/inventory reports; supervise use of the Enterprise Military Housing (eMH) system and evaluation of program performance. Supervises and directs the maintaining of hand receipts, historical records, requisitions, procurement requests, supply inventory, Financial Liability Investigations of Property Loss (FLIPL), stock

control records, program documents, transportation requests and shipping documents/receiving reports. Directly supervises five Korean Local nationals and six Korean Service Corps staff, in the day to day planning, execution and scheduling of procurement, maintaining, storage, delivery and disposal all furnishing appliance inventory. Plans and establishes work schedules, deadlines, and standards for acceptable work. Develops quality and quantity work standards. Explain new or changed programs, functions, goals and procedures. Resolve technical or operational problems not covered by precedents or established policies. Adheres all regulatory guidelines in a Supervisory capacity. Supports affirmative action and adheres all EEO programs and policies.

(02/08/2015 – 12/09/16), 40 Hours per week, GENERAL SUPPLY SPECIALIST, GS -2001-09, \$49,958.00 per year, [REDACTED]

[REDACTED] Served as Property Book Officer (PBO) for [REDACTED] United States Army Command Information Systems Activity (USACISA). Managed and maintained basic to complex data automation and property book systems, including but not limited to; Property Book Unit Supply Enhanced (PBUSE)(Global Combat Support Systems-Army), Unique Item Tracking (UIT), Total Asset Visibility (TAV), Logistics Information Warehouse (LIW), LIW 360 Readiness, and Catalog Data processing. Ensured Army property is properly accounted for using the Property Book Unit Supply Enhanced/Global Combat Support Systems- Army (GCSS-A). Responsible for providing assistance and guidance to Company Commanders and Unit Supply Personnel in the area of property accountability. Conducted Modification Table of Organization and Equipment (MTO&E) reviews to ensure shortages and excess items are expeditiously processed. Ensured equipment is on hand or on valid requisition to enhance mission readiness. Provided supply status and related logistical information to commanders on material readiness report, excess/shortage equipment management and logistics management programs. Trained incoming commanders on supply procedures and accountability. Supported and advised unit commanders and supply personnel in all matters pertaining to property management support, making recommendation as appropriate. Managed the financial liability investigation of property loss (FLIPL) program for the Brigade. Reviewed reports of discrepancy documents and FLIPL packages for accuracy, submits and reports to Brigade S4 for further processing. Responsible to ensure change of command inventories are completed and all discrepancies are resolved. Provided instruction and follow up assistance to supported units in preparation for the Command Inspection Program (CIP) and Inspector General (IG) inspections. Performed monthly and quarterly equipment excess scrubs to ensure only

authorized equipment was present and accounted for. Ensured that excess equipment was identified and coordinated with the Brigade S4 Asset Visibility Manager and hand receipt holders to generate disposition instructions for turn in. Recorded and accounted for over 1,495 lines of property in Global Combat Support System-Army (GCSS-A) with an estimated value over \$45 million. Assigned tracking documents to all supporting forms and performed property transactions (i.e. lateral transfer, issue, and turn-in) to ensure all of assigned units' equipment are properly accounted for. Completed these transactions for a total value to the Army at \$875,000.00. Successfully transitioned an estimated \$45 million worth of property from PBUSE to GCSS-A during the brigade's Wave 2 migration with zero discrepancies, nor loss of accountability of equipment.

(01/30/2011 – 02/06/2015), 40 Hours per week, SUPV INVENTORY MANAGEMENT SPECIALIST, GS -2010-09, \$61,851.00 per year, [REDACTED]

[REDACTED] Served as the Chief of the Inventory Management Section in the support of the [REDACTED]

[REDACTED]. Responsible for assisting in the direct supervision of five civilians, one military personnel. Instructed employees in specific tasks and job techniques and provides appropriate instructions, reference materials and supplies. Made and issued duty assignments and reassignments based on qualifications and needs of the section. Accepted or rejected work not meeting established standards and resolves simple informal complaints. Oversee attendance and leave, including approval of ordinary sick and annual leave and vacation schedules. Directed on-the-job training for employees; providing back-up skills cross training. Advised employees of performance requirements of their position and keeps them informed individually of progress in meeting requirements. Prepared formal appraisals of employee performance or provides appraisals to be incorporated into the formal evaluation. Managed inventory of Installation Medical Supply Account with values up to \$250,000 and assemblage of approximately \$2.5 million annually. Provided logistical and acquisition training/guidance to customers on proper requesting of Class VIII supplies. Oversee requisitioning and procurement of all Class VIII medical/dental expendable and durable supplies estimated at over \$8 mil annually. Studied regulations and directives, effects implementation, monitoring results, determining progress toward objectives, directed changes and made improvements to effectively provide supply support while maintaining an economical and

financial investment in inventories. Responsible for continuing analysis to determine current and future requirements to meet the needs of the MEDDAC. On a yearly basis established and oversees program to accomplish monthly cyclic inventories. Controlled monthly cyclic inventory from inception to closeout. Initiated stratification of balances on multi-account items. Prepared Inventory Adjustment Summary of gains/losses and IAR for Chief, Log Div. and Commanders approval, for the formal annual inventory. Reviews all monthly inventory adjustment reports (IAR) for completeness and correctness for warehouse denials, for cyclic inventories, serviceable to unserviceable items, and location surveys. Insured proper documentation has been provided and determines items requiring causative research. Prepared and organized information for special reports, memoranda and correspondence and edits output in Inventory Management Reports. Supervised the application of revisions and maintenance of MEDDAC Logistical Computer Interface Programs to ensure compatibility with DMLSS/GFEBS/WAWF processing. Ensured prudent utilization of Prime Vendor Sources, Blanket Purchase Agreement, VISA/GPC/ACCESS programs and North Regional Medical Command procedures, to include GFEBS (General Funds Enterprise Business).

(08/30/2009 – 1/29/2011), 40 Hours per week, LOGISTICS MANAGEMENT SPECIALIST, GS -0346-09, \$55,283.00 per year, [REDACTED]

Served as Logistics Management and Accountable Property Book Officer; with responsibility for planning, establishing, coordinating, and monitoring supply operations for [REDACTED]

[REDACTED] Planned, directed and coordinated property accountability and property control and related supply functions to include, requisitions, issue, receipt, storage, inventory, disposition of excess property, maintenance of documents and transactions, etc., for all organizational property items. Coordinated all functions relating to property book management in providing the data required for inclusion in the Command Operating Budget (COB), pertaining to requirements and maintenance of the property; accumulation and recording of data on quantitative and monetary value of over \$20,000,000 dollars of property. Provided advice to supervisors on the need to develop or change program plans and procedures for unit property management and supply operations. Advised the Brigade Commander on supply matters. Analyzes recurring reports (i.e., Reports of Survey, Inventory Losses and Gains) and through personal observation analyzes equipment and other needs to support logistical operations. Initiated and recommended action to the establishment of annual service contracts as well as inter-service

support contracts relating to subsistence support for reserve units. Assured personnel qualifications and monitors subsistence accounts and maintenance of both garrison and MTOE type equipment. Participated in the planning for certain types of installed equipment for the MCAR program. Analyzed and provided unit readiness data into the Unit Status Report (USR) and rationally discuss causation of S-Levels with the chain of command for preparation of readiness deployment. Investigates causative research reconciliation of supply discrepancies utilizing the Standard Army Retail Supply System (SARSS). Directed and monitored the supply activities involved in reviewing, maintaining, cataloguing, maintaining, editing, and posting documents related to PBUSE. Utilizes Logistics Information System (LIW); Logistics Support Activity (LOGSA) to track movement and transactions of property accountability. Interpreted data and prepared reports for command approval and submission to higher headquarters.

EDUCATION:

[REDACTED] James I. O'Neill High School, [REDACTED]
[REDACTED], [REDACTED], [REDACTED] American
Military University, [REDACTED]
[REDACTED], American Military University, [REDACTED]

ADDITIONAL INFORMATION:

TRAINING:

Global Combat Support Systems Army- Property Book (Resident Course)
[REDACTED] Global Combat Support Systems Army- Warehouse
Operations [REDACTED] Contracting
Officer Representative Course [REDACTED]
[REDACTED] Supervisor's Development Course [REDACTED]
[REDACTED] 40 Hours [REDACTED]
Contracting 101, [REDACTED]; Army Management Staff
College Civilian Basic Course DL, [REDACTED]; Hospital
Incident Command System Requirements, [REDACTED]; (COR)
Online Training for Contracting Officers Representative, [REDACTED]
[REDACTED] OPSEC Training, [REDACTED]; U.S. Bank
Corporate Payment Systems Access Online Web-Based Training, [REDACTED]
[REDACTED] Government Purchase Card (Refresher) Training,
[REDACTED]; General Fund Enterprise Business System
Training L101E, L201E, L303E, L250E, L457E, L454E, L453E, L452E,
L432E, L251E, L230E, L451E, L435E, [REDACTED]
Contracting Officer Representative with a Mission Focus Training, [REDACTED]
[REDACTED] Army Management Staff College Civilian Foundation
Course, [REDACTED]; Privacy Act and HIPAA Operations

Training, [REDACTED]; Physical Security Officer Training Program, [REDACTED]; Property Book Unit Supply Enhanced 202 (PBUSE) (40 Hours), [REDACTED] Standard Army Maintenance Systems 1 Enhanced Operators Course (SAMS-1E) (40 Hours), [REDACTED] Property Book Level Training 101 (PBUSE) (40 Hours), [REDACTED] ARCA Government Purchase Card Training, [REDACTED] Property Book Unit Supply Enhanced Online Training, [REDACTED] Army Food Management Information System Training, [REDACTED] Army Reserves Technician Entry Training, US Army [REDACTED] Government Travel Card Training, [REDACTED]; Containerized Kitchen Equipment Training (24) Hours, US Army [REDACTED]

LICENSES/CERTIFICATES/AWARDS/OTHER INFORMATION:

U.S. Army Commendation Medal, U.S. Army Achievement Medal (2); U.S. Army Certificate of Achievement (8); U.S. Army Good Conduct (3); Global War on Terrorism; National Defense Ribbon, Overseas Ribbon (3) Armed Forces Service Medal

COMPUTER SKILLS:

Proficient in MS Office 2010/Windows 7/ (2010 Word, Excel, PowerPoint, Access)

CLEARANCE LEVEL:

[REDACTED]

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Name: [REDACTED]
SSN: [REDACTED]
MIDX: [REDACTED]
Address1: [REDACTED]
Address2:
City: [REDACTED]
State: [REDACTED]
Country: [REDACTED]
Post Code: [REDACTED]
Plus4:
Telephone 1: [REDACTED]
Email: [REDACTED]
United States Citizen: [REDACTED]
Veterans' Preference: [REDACTED]
Military Service Dates (Start of Service - End of Service):
[REDACTED]
Location(s) Applied to: Kansas City, MO(US)

Vacancy Questions and Responses

What locations do you wish to apply to?

Kansas City, MO(US)

What Grades do you wish to apply to?

09

11

12

Grade: 09

1. Please choose the answer that best describes your experience and/or education.

Answers:

1. I possess one year of specialized experience equivalent to the GS-7 level in the Federal service. Specialized experience is experience applying supply principles, concepts, and methodologies in order to identify, evaluate, and recommend solutions to supply issues or problems in one or more of the following specialty supply areas: supply program management; inventory management; distribution facilities and storage management; packaging; and supply cataloging.

2. Please check the statement that applies to you, relating to time-in-grade requirements for the GS-9 level.

Answers:

4. I am applying under a special hiring authority (for instance, Peace Corps, veterans hiring programs, disability employment).

3. Do you have supply experience that includes using the Federal Catalog System's National Stock Number (NSN)?

Answers:

1. Yes

4. I have experience in the following related supply system programs:

Answers:

1. Multiple Award Schedules
4. Product Management & Technical Services
5. Stock
10. FEDLOG
11. TIMS (Technical Item Management System)
12. NCAL (National Cataloging Action Log)

5. As a regular and recurring part of the job(s) you have held, do you have experience using automated supply systems and/or programs?

Answers:

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1. Yes

6. From the following, please select the response that accurately describes your experience in assisting customers with on-going logistics support, keeping abreast of operational changes that impact customers.

Answers:

4. I have lead or managed a unit responsible for providing customers with on-going logistics support. I ensured that my team was kept informed of all operational changes with an impact on our customers.

7. From the list below, select the software applications that you are proficient at and use in accomplishing day-to-day office functions.

Answers:

1. Microsoft Word
2. Microsoft PowerPoint
3. Email Programs (e.g., Lotus Notes, Outlook, Exchange, etc.)
4. Microsoft Access
5. Microsoft Excel
6. Microsoft Project

8. I have performed the following using an automated database system:

Answers:

1. Input data
2. Develop Ad-hoc reports
3. Run routine and/or canned reports
4. Analyze data

9. Choose the statement(s) that accurately describe your oral and written communication skills.

Answers:

1. Effectively communicated technical information to internal and external audiences.
2. Conducted training sessions with varied audiences with different levels of comprehension.
3. Effectively communicated organizational strategies, goals, objectives, or priorities on a regular basis.
4. Prepared and presented analytical information to senior management officials within the organization.
5. Developed and presented comprehensive material for reports, briefings or meetings with senior management officials.

All Grades

PLEASE NOTE: The system has a navigation bar at the top of the each screen. Proceed through each step, providing any required information and documents until you reach the "Application Review" screen. To submit your application, you must select the "Submit Application" button at the bottom of the page or your application will be considered incomplete and you will not be considered for this vacancy. You may return to your application to make any changes or edits at any time prior to midnight Eastern Time of the closing or deadline of the announcement. If you make any changes to your application, be sure to navigate back through the steps and select the "Submit" button on the "Application Review" screen. Once you submit your application, you will be forwarded to the "Confirmation Page" where you can download all or part of your application, return to USAJOBS or GSA's dashboard.

Please Note: Effective January 1, 2010, the Office of Personnel Management (OPM) must authorize any employment offers we make to current or former (within the last 5 years) political Schedule A, Schedule C or Non-Career SES (Political) employees in the Executive Branch. So, if you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information to the Human Resources Office. Failure to disclose this information could result in disciplinary action including removal from Federal Service.

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1. Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answers:

2. No

If you answered **Yes** then answer the following questions.

1.1. Please provide the following information regarding your most recent political appointment: Position Title; Type of Appointment (i.e., Schedule A, Schedule C, or Non Career SES); Agency; Dates held (beginning and ending dates)

Answers:

2. Are you applying for this position based on current eligibility under the Interagency Career Transition Assistance Plan (ICTAP)?

Answers:

2. No

If you answered **Yes** then answer the following questions.

2.1. If you are applying for this position under the Interagency Career Transition Assistance Plan (ICTAP), select the choice(s) that apply:

Answers:

3. Are you a current General Services Administration associate?

Answers:

2. No

If you answered **Yes** then answer the following questions.

3.1. GSA's Associate Performance Plan and Appraisal System states that to be promoted within GSA, an employee's most recent rating of record must be at the Level 3 or higher. Which of the following best describes the rating you received on your most recent performance appraisal (rating of record)?

Answers:

3.2. Please list the date received, level of rating, and the name of the supervisor who issued the rating. If you have not received a rating, please provide the reason you have not received one. Your response will be limited to 1,000 characters which is approximately one-quarter typewritten page.

Answers:

If you answered **No** then answer the following questions.

3.1. Do you have a current annual performance rating that is equal to pass or successful?

Answers:

2. No

3.2. Give the date of your last official appraisal, the name, title & phone number of the supervisor who evaluated your performance.

Answers: Not applicable

4. Please check the statements that apply to you, relating to your eligibility for noncompetitive consideration for a full performance level GS-12 position.

Answers:

[REDACTED]

5. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination

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Staging Area Number: SA-GSA-0001**

process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answers:

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

Assessment Questions

GRADE: 09

1. Please describe your experience using automated supply systems and/or programs. Include in your response the name of the systems and/or programs you have used and your purpose for using them. Limit your response to 4,000 characters which is approximately 1 typewritten page in length.

Answers: I've used the Standard Base Supply System to research and process Stock Number requests. I have experience with part number searches and MICAP systems. I've also used FEDLOG. There have been so many, I can't remember the names of all of them.

GRADE: All Grades

1. PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions. Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume. For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page. After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy. Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page. If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

Answers:

2. In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

Answers:

3. We recommend that you print the questions and prepare your answers before you start the application process. If there are essay questions in this announcement, you can create your answer in a word processing program and then copy and paste it into the essay answer block.

Answers:

Announcement Number: 1812136AFMP

Document Name: USJOBSResume

Name: [REDACTED]

AIDX: [REDACTED]

Telephone 1: [REDACTED]

Email: [REDACTED]

July 10, 2018

[REDACTED]

[REDACTED]

[REDACTED]

PROFESSIONAL EXPERIENCE

Sprint Nextel Corporation, [REDACTED]
Business Analyst

2001 to 2018

Performed deep dive analysis improving customer service. Provided reporting solutions and data metric analysis identifying business trends and results. Consulted with and facilitated VPs and Directors on developing key metrics and objectives.

- Developed executive level reporting using line/bar charts, histograms, pareto charts allowing for VPs and managers to make informed business decisions resulting in the company meeting 100% of their key performance measures for over 5 years.
- Wrote complex SQL queries and stored procedures to extract data out of databases into Excel tables and pivot charts allowing for the production of over 300 operational and performance reports.
- Overhauled old SQL queries that were bogging down systems and taking hours to run saving hours of time and stress on databases.
- Facilitated and managed action plans for business objectives not meeting standards this provided organizations with specific actions to meet and exceed customer expectations.
- Used data warehousing expertise to pull and store over 20-million records into comprehensive tables in SQL, some of this data was used to provide daily reports to over 200 retail stores to help them monitor the use of new guided sales tools resulting in higher customer satisfaction.
- Authored functional and visual requirements for an external and internal website allowing thousands of customers 24-hour access to operational and on demand reports, pricing, and real time order status. Continued to maintain the website by ensuring branding was up-to-date and coordinating with other teams when new requirements were needed.
- Trained hundreds of partners on using available reports, walked them through their data, how to make business decisions with their data, and what their next steps would be.

United States Air Force (Retired),
Inventory/Quality Management

1985 to 2005

- Noncommissioned Officer in Charge Supply Flight
 - Processed over eight hundred critical issues and loaded over four hundred stock numbers in support of Operation Allied Force.
 - While on temporary duty, completely corrected the host unit's cataloging of data and action program.

- Managed over one million in aircraft and ground equipment, enabling the wing to fly over one hundred sorties with zero delays due to supplies.
 - Managed Flight line composite tool kits and equipment resulting in expedited flight line maintenance resulting in zero missed sorties and 100% accountability of all tools and equipment.
 - Managed the tool accountability system, transferring data to portable computer systems for deployment with no errors.
- Awaiting Parts Manager, Shop Service Center
 - Instrumental in upgrading the quality of the Awaiting Parts Program, resulting in over 50 percent reduction in total end items delayed for bits and pieces.
 - Organized and coordinated the compilation of updated technical and procedural guidance and supplements to Air Force Manual 67-1.
 - Initiated a quality program to replace the annual self-inspection process resulting in more thorough and in-depth inspections
- Supply Quality Assessor, Management and Systems Flight
 - Spearheaded preparations for the Headquarters Air Combat Command Quality Air Force Assessment by researching, analyzing, and evaluating the Supply Squadron, was recognized as a "Superior Performer"
 - As the Supply Readiness Controller expedited the marshaling of 40 spares pallets, 700 weapons, and over 90 personnel in support of the Air Combat Command Phase I Operational Readiness Inspection.
 - Inspected all areas of inventory management for compliance with Air Force and DOD regulations to include storage management, distribution facilities, inventory management and order processing
- Noncommissioned Officer in Charge of Supply Research and Customer Service Element
 - Validated over 700 organization cost center records
 - Deleted over 300 Organization Cost Center Records to release hundreds of project funds management records for financial use.
 - Developed and implemented a computer program to effectively track organization records to support the USAF Weapons and Tactics Center.
 - Identified and corrected over 400 erroneous price and budget codes bringing the zero-overpricing program back on line.
 - Utilized the automated stock number user directory to efficiently monitor internal record data.
 - Processed cataloging and supply support requests for over 300 item record loads and prioritized 50 spending packages valued at two million dollars, contributing to a successful end-of-year closeout
- Noncommissioned in Charge Supply Quality Assurance Office
 - Trained over 500 individuals on Team Building, Strategic Planning, and Quality Processes.
 - Managed all key performance measures for the Supply Squadron
 - Developed strategic plans and roadmaps to meet all objects, provided gap analysis and monthly feedback to ensure the health of the supply account.
 - Facilitated meetings with military leaders to develop key performance measures.

EDUCATION

Community College of the Air Force [REDACTED]

AWARDS AND RECOGNITION

Sprint Excellence Award (2)

Air Force Meritorious Service Medal

Air Force Commendation Medal (Fourth Oak Leaf Cluster)

Air Force Commendation Medal (Third Oak Leaf Cluster)

Air Force Commendation Medal (Second Oak Leaf Cluster)

Air Force Commendation Medal (First Oak Leaf Cluster)

Air Force Commendation Medal

Air Force Achievement Medal

36th Fighter Squadron Noncommissioned Officer of the Quarter

36th Fighter Squadron Noncommissioned Officer of the Year

Team Awards: Tactical Air Command Daedalian Supply Effectiveness Award, United States Senate Productivity Award, United States Air Force Daedalian Supply Effectiveness Award

AFFILIATIONS

Toastmasters International, Distinguished Toastmaster

Girl Scouts of America

Olathe Christian Church

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Staging Area Number: SA-GSA-0001**

Name: [REDACTED]
SSN: [REDACTED]
MIDX: [REDACTED]
Address1: [REDACTED]
Address2:
City: [REDACTED]
State: [REDACTED]
Country: [REDACTED]
Post Code: [REDACTED]
Plus4:
Telephone 1: [REDACTED]
Telephone 2: [REDACTED]
Email: [REDACTED]
United States Citizen: [REDACTED]
Veterans' Preference: [REDACTED]
Military Service Dates (Start of Service - End of Service):
[REDACTED]
Location(s) Applied to: Kansas City, MO(US)

Vacancy Questions and Responses

What locations do you wish to apply to?

Kansas City, MO(US)

What Grades do you wish to apply to?

12

Grade: 12

Specialized experience is experience researching, analyzing, and evaluating the effectiveness and efficiency of supply programs and/or operations in two or more of the following specialty supply areas: supply program management; inventory management; distribution facilities and storage management; packaging; and supply cataloging. Such experience must have included developing solutions to resolve complex supply issues and problems.

1. Do you have one year of specialized experience as described above, equivalent to the GS-11 level or higher in the Federal service?

Answers:

1. Yes

2. Please check the statement that applies to you, relating to time-in-grade requirements for the GS-12 level.

Answers:

1. I have held a position in the General Schedule at a grade equal to or higher than a GS-11 for at least one full year (or will have within 30 days from the closing date of this announcement.)

3. Do you have supply experience that includes using the Federal Catalog System's National Stock Number (NSN)?

Answers:

1. Yes

4. Which of the following best describes your experience in maintaining content in product information databases, ensuring accuracy; and working with others in the development of product content?

Answers:

5. I am highly skilled in maintaining content in product information databases, ensuring accuracy, and working with others in the development of product content, obtainment of product images, and reviewing of information on catalog production pages to ensure accurate information is presented to customers in an easy-to-understand fashion. I performed this task routinely and have conducted training in this area.

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5. I have experience in the following related supply system programs:

Answers:

- 5. Stock
- 9. JWOD (Javits Wagner O'Day Program)
- 10. FEDLOG

6. Do you have experience in proofreading technical information and commercial product literature catalogs in order to verify correctness and/or to perform analysis and review?

Answers:

- 1. Yes

7. Have you provided supply management decisions when issues to be resolved are complex and accompanied by insufficient data?

Answers:

- 1. Yes

8. As a regular and recurring part of the job(s) you have held, do you have experience using automated supply systems and/or programs?

Answers:

- 1. Yes

9. From the following, please select the response that accurately describes your experience in assisting customers with on-going logistics support, keeping abreast of operational changes that impact customers.

Answers:

3. I have extensive experience assisting customers with complex logistics support issues, keeping abreast of operational changes that impact customers for these issues. I am often called upon to handle difficult/unique customer service issues due to my experience/expertise in this area.

10. I possess in-depth knowledge of inter-related supply processes such that I can perform the following duties :

Answers:

- 1. Recommend new or revised directives or implementing procedures
- 2. Provide authoritative interpretations and guidance to management officials and other supply specialists.
- 3. Resolve supply issues involving conflicting program requirements.
- 4. Review operating supply programs for adequacy, efficiency and need for improvement.

11. From the list below, select the software applications that you are proficient at and use in accomplishing day-to-day office functions.

Answers:

- 1. Microsoft Word
- 2. Microsoft PowerPoint
- 3. Email Programs (e.g., Lotus Notes, Outlook, Exchange, etc.)
- 5. Microsoft Excel
- 6. Microsoft Project

12. I have performed the following using an automated database system:

Answers:

- 1. Input data
- 2. Develop Ad-hoc reports
- 3. Run routine and/or canned reports
- 4. Analyze data

13. Choose the statement(s) that accurately describe your oral and written communication skills.

Answers:

- 1. Effectively communicated technical information to internal and external audiences.
- 2. Conducted training sessions with varied audiences with different levels of

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comprehension.

3. Effectively communicated organizational strategies, goals, objectives, or priorities on a regular basis.

4. Prepared and presented analytical information to senior management officials within the organization.

5. Developed and presented comprehensive material for reports, briefings or meetings with senior management officials.

14. Which of the following best describes your experience developing and writing reports describing/explaining supply logistics or supply chain matters?

Answers:

5. I am highly skilled at this job function. I have been acknowledged for producing accurate, complete, and timely reports describing/explaining complex and/or controversial supply logistics or supply chain issues.

15. I have experience applying supply regulations, policies and procedures.

Answers:

1. True

16. Do you have experience in conducting research and analyzing and interpreting various management data, including guidelines and policies, to make logical decisions and improve efficiency?

Answers:

1. Yes

All Grades

PLEASE NOTE: The system has a navigation bar at the top of the each screen. Proceed through each step, providing any required information and documents until you reach the "Application Review" screen. To submit your application, you must select the "Submit Application" button at the bottom of the page or your application will be considered incomplete and you will not be considered for this vacancy. You may return to your application to make any changes or edits at any time prior to midnight Eastern Time of the closing or deadline of the announcement. If you make any changes to your application, be sure to navigate back through the steps and select the "Submit" button on the "Application Review" screen. Once you submit your application, you will be forwarded to the "Confirmation Page" where you can download all or part of your application, return to USAJOBS or GSA's dashboard.

Please Note: Effective January 1, 2010, the Office of Personnel Management (OPM) must authorize any employment offers we make to current or former (within the last 5 years) political Schedule A, Schedule C or Non-Career SES (Political) employees in the Executive Branch. So, if you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information to the Human Resources Office. Failure to disclose this information could result in disciplinary action including removal from Federal Service.

1. Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answers:

2. No

If you answered **Yes** then answer the following questions.

1.1. Please provide the following information regarding your most recent political appointment: Position Title/Type of Appointment (i.e., Schedule A, Schedule C, or Non Career SES); Agency; Dates held (beginning and ending dates)

Answers:

2. Are you applying for this position based on current eligibility under the Interagency Career Transition Assistance Plan (ICTAP)?

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Answers:

2. No

If you answered **Yes** then answer the following questions.

2.1. If you are applying for this position under the Interagency Career Transition Assistance Plan (ICTAP), select the choice(s) that apply:

Answers:

3. Are you a current General Services Administration associate?

Answers:

2. No

If you answered **Yes** then answer the following questions.

3.1. GSA's Associate Performance Plan and Appraisal System states that to be promoted within GSA, an employee's most recent rating of record must be at the Level 3 or higher. Which of the following best describes the rating you received on your most recent performance appraisal (rating of record)?

Answers:

3.2. Please list the date received, level of rating, and the name of the supervisor who issued the rating. If you have not received a rating, please provide the reason you have not received one. Your response will be limited to 1,000 characters which is approximately one-quarter typewritten page.

Answers:

If you answered **No** then answer the following questions.

3.1. Do you have a current annual performance rating that is equal to pass or successful?

Answers:

1. Yes

3.2. Give the date of your last official appraisal, the name, title & phone number of the supervisor who evaluated your performance.

Answers:

4. Please check the statements that apply to you, relating to your eligibility for noncompetitive consideration for a full performance level GS-12 position.

Answers:

1. I am currently at the GS-12 level on a permanent basis in the competitive service.

5. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answers:

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

Assessment Questions

GRADE: 12

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1. Please describe your experience using automated supply systems and/or programs. Include in your response the name of the systems and/or programs you have used and your purpose for using them. Limit your response to 4,000 characters which is approximately 1 typewritten page in length.

Answers: My combined active duty Air Force and DoD Civilian Air Force and US Army has provided the rare opportunity to have hands on experience utilizing both Air Force and Army automated supply systems for over 25 years. The systems included are Air Force's Standard Base Supply System (SBSS), Air Force's Equipment Management System (AFEMS), the US Army's Medical Supply System (MEDSUP), and now the Army's Stand Warehouse Operating System. My level of experience with the previous listed systems are from everyday end user as Supply Technician, Supply Technician Supervisor up to Supply Systems Analyst to include some query and programming experience. I have understand the military standard transaction "MILSTRAP" and accounting procedure and military standard & issue procedures "MILSTRIP". In short my work experience with supply systems ranges from inputting transactions and data to analyst developing and implementing programs and procedures.

2. Please describe your experience in conducting research and analyzing and interpreting various management data, including guidelines and policies, to make logical decisions and improve efficiency. Your response will be limited to 4,000 characters, which approximately one typewritten page in length.

Answers: I have over 20 years experience researching, analyzing, and interpreting various type of management data is typically when the desired outcome from a process did not produce the desired outcome. Once the source of the error has been identified, implement or recommend corrective action that may include personnel training, record updates, transaction reversals, or system code modifications. I have reviewed, analyzed, and evaluated assigned projects and programs determining their overall effectiveness by conducting studies to develop operational methodology and analyzing the impact on current and projected resources to recommend feasible alternatives. I have experience researching processes to identify complex systemic problems and issues while developing solutions by exchanging information with technical and program specialists from other commands, activities, and units.

3. Please describe your experience applying supply regulations, policies and procedures. Your response will be limited to 4,000 characters, which approximately one typewritten page in length.

Answers: I'm very comfortable utilizing and interpreting supply regulations, local policies, and standard operating procedures. Most of my experience is using Air Force Supply guidance such as AFMan23-122 - Material Management Procedures, AFI 23-101 Materiel management Instruction, and AFMAN 23-110 (old). I have an working knowledge but not as much experience utilizing US Army supply guidance such as AR 725-50 11/15/1995 REQUISITION, RECEIPT, AND ISSUE SYSTEM , AR 710-1 Centralized Inventory Management of the Army Supply System, and AR 735-5 Policies and Procedures for Property Accountability. In summary I maintain an expert level of supply regulation and policies to ensure cradle to grave accountability of assets and maintaining the data bases that are designed to support them.

GRADE: All Grades

1. PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions. Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume. For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page. After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your

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application will be considered incomplete and you will not be considered for this vacancy. Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page. If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

Answers:

2. In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

Answers:

3. We recommend that you print the questions and prepare your answers before you start the application process. If there are essay questions in this announcement, you can create your answer in a word processing program and then copy and paste it into the essay answer block.

Answers:

Resume

[REDACTED]

Highest Grade: 11

Availability: Job Type: Permanent
Telework
Work Schedule: Full-Time
Shift Work

Desired locations: DE
JP
US

Work Experience: US Army Logistics Services-Washington, [REDACTED]
09/2016 - Present
1655 Woodson Rd
Salary: \$74,163.00 USD Per Year
St. Louis, MO 63114 US
Hours per week: 40

Supply Systems Analyst

Serve as Supply Analyst within the Operations Systems Branch supporting the Standard Warehouse Operating System (SWOS), Standard Army Publications System (STARPUBS), and Foreign Military Sales (FMS) program. I maintain and utilize an in depth knowledge of ARMY and DOD supply management systems to include Military Standard Requisitioning and Issued Procedures (MILSTRIP). I perform inventory management and discrepancy resolution research and provide recommendations to prevent future discrepancies and losses. Perform analysis and summarization of information related to inventory or transportation practices, principles and policies and provide written reports to upper management. Regularly interpret our transportation procedures and guidelines to meet customer order requirements. Maintains a knowledge of distribution functions to include inventory and transportation regulations, policies and procedures. Skilled in extracting data from our standard operating warehouse system by developing queries and reports. I routinely provide

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tracking status of order shipment per customer request. I perform needs assessments by performing surveys, observations, and process replications to assist in determining a more efficient methods. Participate in meetings regarding the accountability of stock and process improvement. I coordinate the processing of orders and track delivery and receipt of stock. Serve as the technical specialist coordinating, developing, and explaining new programming requirements to developers.

I also serve as customer service liaison and advisor to the facility director for three US Navy proponents and Surface Deployment Distribution Center. The work involves communication between and Navy Civilians and Contractors regarding stock management, order processing, and shipment verification. Also involves analyzing and solving a variety of unique problems in order to provide our Naval clients the very best support I can provide.

US Air Force, [REDACTED]
06/2015 - 09/2016

[REDACTED]
Salary: \$58,719.00 USD Per Year

[REDACTED]
Hours per week: 40

Series: 2003

Pay Plan: GS

Grade: 11

This a time-limited appointment or temporary promotion

Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

Supply Systems Analyst

I served as a Staff Supply Systems Analyst and technical consultant for assigned supply systems and programs. I also lead the weekly parts supportability meeting ensuring relevant supply posture. Additionally, I provided daily supply reports to the squadron ensuring visibility of the status and visibility of repairable inventory. I also performed and maintained supply document control section by eliminating a backlog of delinquent documents to bring the squadron into compliance with applicable regulations. Served as the specialist in the area of requisitions, receipts, storage, issue, and disposal of a wide variety of supplies and equipment from numerous supply sources and distribution points. I participated in annual and special inventories as required. Coordinated supply and equipment operations from initial receipt to delivery to customers.

US Army Logistics Services-Washington, [REDACTED]
10/2010 - 06/2015

1655 WOODSON RD

Salary: \$63,780.00 USD Per Year

St. Louis, MO 63114 US

Hours per week: 40

Series: 2003

Pay Plan: GS

Grade: 11

Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

SUPPLY SYSTEMS ANALYST

Serve as Supply Analyst within the Operations Systems Branch supporting the Standard Warehouse Operating System (SWOS), Standard Army Publications System (STARPUBS), and Foreign Military Sales (FMS) program. I maintain and utilize an in depth knowledge of ARMY and DOD supply management systems to include Military Standard Requisitioning and Issued Procedures (MILSTRIP). I perform inventory management and discrepancy resolution research and provide recommendations to prevent future discrepancies and losses. Perform analysis and summarization of information related to inventory or transportation practices, principles and policies and provide written reports to upper management. Regularly interpret our transportation procedures and guidelines to meet customer order requirements. Maintains a knowledge of distribution functions to include inventory and transportation regulations, policies and procedures. Skilled in extracting data from our

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standard operating warehouse system by developing queries and reports. I routinely provide tracking status of order shipment per customer request. I perform needs assessments by performing surveys, observations, and process replications to assist in determining a more efficient methods. Participate in meetings regarding the accountability of stock and process improvement. I coordinate the processing of orders and track delivery and receipt of stock. Serve as the technical specialist coordinating, developing, and explaining new programming requirements to developers.

I also serve as customer service liaison and advisor to the facility director for three US Navy proponents and Surface Deployment Distribution Center. The work involves communication between and Navy Civilians and Contractors regarding stock management, order processing, and shipment verification. Also involves analyzing and solving a variety of unique problems in order to provide our Naval clients the very best support I can provide.

[REDACTED]
02/2006 - 10/2010

[REDACTED]
Salary: \$53,192.00 USD Per Year

Scott AFB, IL 62225 US

Hours per week: 40

Series: 2003

Pay Plan: GS

Grade: 09

Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

Supply Systems Analyst

I employed industry standard systems analysis techniques to manage and control supply systems processes for the Chief of Supply. Operated 21 remote processing station consoles supporting 82 SBSS accounts ensuring accurate processing and posting of over 590,000 daily, monthly, quarterly, and annual reports annually. I performed daily Standard Base Supply operating system processing schedules for three SCMG supported bases consisting of over 2,600 individual automated scheduling program job instructions. Produced and posted via file transfer protocol to our web based reports web page. Provided key supply decision capabilities for 7 MAJCOMs along with 12,000 users. Diligently processed over 600,000 re-leveling and follow-up transactions to ensure accurate stock levels for over 1M item records. Consistently provided expert technical advice for average of 10-15 daily customer inquiries keeping logistics areas of responsibility combat ready. Key end-of-year computer operations team member; processed over 1million price changes, ensuring obligation of \$360M for 104 accounts. Expertly monitored daily Discoverer database migration; confirmed over 3M records transferred--ensured 100% data accuracy. Identified over 30 significant Standard Base Supply System report processing errors sub sequentially adverting potential downtime and database recoveries. Accomplished performer, recipient of Group and Wing level, 2nd Quarter 09 "Civilian of the Quarter Award CAT IIA category.

U.S. Central Command

03/2004 - 06/2005

MacDill AFB

Salary: \$35,297.00 USD Per Year

7115 S. Boundary Blvd.

Hours per week: 40

Series: 2005

Pay Plan: GS

Grade: 07

Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

Tampa, FL 33621 US

SUPPLY TECHNICIAN

I served as the Supply Technician for US Central Command, [REDACTED]

[REDACTED] regarding all matters relating the management of 30 equipment accounts within the Central Command Area Of Responsibility which comprises of

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Southwest Asia and the horn of Africa. I coordinated efforts with Warner Robins Logistics Center, Defense Logistics Agency, State Department ensuring the accuracy of the US Air Force version of the Property Book called the Custodian Authorization Receipt Listing (CA/CRL).

I provided supply management operations such as: property accountability, real property financial reporting, cataloging, inventory management, and property utilization, conducting surveys and studies on operating programs to determine proper application of agency standards, improved methods or approved industry techniques, developing policies for the overall supply/property management operation.

Also performed extensive research and transaction histories to determine proper equipment accountability and resolve variances and rejects. Other related task and responsibilities performed. Coordinated and directed supply management processes. Performed inventory management and logistics-training programs such as Equipment custodian Training (Block III & Block IV). I reviewed, and implemented instructions and policies to maintain total accountability and to ensure compliance. Exercised independent judgment on planning, scheduling and execution of all facets of operations. Provided constant analysis of effectiveness, efficiency, productivity and accountability of logistics operations equipment account. Maintained knowledge and expertise on pertinent regulations, policies, directives, instructions, and manual's. Performed staff studies to obtain an accurate picture of accountable assets. Monitored and advised on Property Accountability and supply management operations. Provided appropriate training based on employee performances and mission requirements. Provided technical advice to senior managers on logistics management of daily operations to achieve efficient, cost-effective decisions and accountability over equipment and supplies. Established quality control procedures for all supplies and equipment for deployed equipment. Implemented applications and operations of automated programs developed for the management for logistics operations. Analyzed independently and resolves difficult issues and problems in the assigned area of responsibility.

[REDACTED]
06/2005 - 02/2006

Scott Air Force Base

Salary: \$44,857.00 USD Per Year

Scott AFB, IL 62225 US

Hours per week: 40

Series: 2005

Pay Plan: GS

Grade: 08

Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

SUPERVISORY SUPPLY TECHNICIAN

Performed first level Supervisor duties for the Stock Control, and Requirements section. I supervised three civilian employees and two active duty Air Force personnel. I planned work schedules, assigned work and provided guidance and training to subordinates. Provided constructive feedback, coach others on how to perform tasks as well as acted as a mentor. Evaluated employee performance based on performance objects. Performed disciplinary actions such as verbal and written counseling when necessary. Ensured daily centralized stock and special levels support for six major weapon systems composing of 12 state side and 11 overseas Logistics Readiness Squadrons throughout the US Air Force. I supervised subordinates performing supply work. Planned, assigned, directed and reviewed the work of subordinates. Explains work requirements, methods and procedures and gives special instructions on difficult or different operations. I also planned and carry out supply projects and programs affecting operational readiness. Evaluated the efficiency of supply programs and evaluated relationships between customer requirements, contract specifications and storage. I completed and presented staff performance appraisals, recommended employee rewards. I addressed employee complaints or grievances. Developed performance improvement plans when necessary. Implemented methods to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices. Shares in the overall management and control of all personal property which includes maintaining full utilization of all equipment required to operate and support the patient care program and to insure sufficient supplies are on hand at all

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times. Provided direction and proper functioning of system for receiving, storing and issuing supplies and equipment. Served as advisor to the Director, Logistics Readiness Center on supply and services matters.

[REDACTED]
01/2001 - 03/2004
MacDill AFB
Salary: \$34,183.00 USD Per Year
8532 Marina Bay Dr.
Hours per week: 40
Series: 2005
Pay Plan: GS
Grade: 07
Tampa, FL 33621 US

SUPPLY TECHNICIAN

Command Equipment Management Officer (CEMO) and Base Level Equipment Manager (EME). Primary responsibility was to ensure Standard Base Supply System and Air Force Equipment Management System AFEMS database accuracy. Managed 45 high visibility equipment accounts valued at \$115 million. I was the approval authority for all Equipment Action Requests (AF Form 601). Scheduled and performed annual staff assistance visits to ensure custodians are adequately performing accountability responsibilities. Reviewed account files to ensure Block III Training has been conducted for all custodians and Block IV Training for deploying custodians. Documented findings and provided recommendations for corrective action to Commander when discrepancies were detected. Conducted allowance reviews with Allowance Managers that items and quantities prescribed in the allowances are restricted to those for which a fully substantiated and properly justified by Basis of Issue(BOI). Ensured annual weapons reconciliation and semiannual COMSEC reconciliations were performed and reported in accordance with AF reporting guidelines. Ensured accountability and reporting of capital assets. Also, ensured AFEMS in-use serialized asset records are updated accordingly. Successfully coordinated allowance issues with allowance managers utilizing the Allowance Source Code List(Q09). Utilized the Equipment Out of Balance Listing (Q10) to correct balance conditions. Performed extensive research and transaction histories to determine proper equipment accountability and resolve variances and rejects. Other related task and responsibilities performed. Coordinated and directed supply management processes. Performed inventory management and logistics-training programs such as Equipment custodian Training (Block III & Block IV). Reviewed, and implemented instructions and policies to maintain total accountability and to ensure compliance. Exercised independent judgment on planning, scheduling and execution of all facets of operations. Provided constant analysis of effectiveness, efficiency, productivity and accountability of logistics operations equipment account. Maintained knowledge and expertise on pertinent regulations, policies, directives, instructions, and manual's. Performed staff studies to obtain an accurate picture of accountable assets. Monitored and advised on Property Accountability and supply management operations. Provided appropriate training based on employee performances and mission requirements. Provided technical advice to senior managers on logistics management of daily operations to achieve efficient, cost-effective decisions and accountability over equipment and supplies. Established quality control procedures for all supplies and equipment for deployed equipment. Implemented applications and operations of automated programs developed for the management for logistics operations. Analyzed independently and resolves difficult issues and problems in the assigned area of responsibility.

US Army Medical Material Center
11/1998 - 01/2001
Salary: \$28,983.99 USD Per Year
[REDACTED]
Hours per week: 40
Series: 0332
Pay Plan: GS
Grade: 06

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COMPUTER OPERATOR

Operated the Unisys 5000/95 mainframe supporting Unix Z29 baseline 5.3. Processed batch and on-line application programs. Prepared equipment for operation and checked set up loaders. Forecasted computer product requirements. Planed and schedules jobs. Processed program releases. Followed schedules, run sheets, and related instructions for processing requirements. Entered operator commands to initiate job processing. Monitored system status and controls priorities, print queues, and printers. Detects system messages indicating problems in disk or tape drives or in communications channels. Used operator commands to control job output. Performed incoming and outgoing tape transmits. Monitored job processing flow by observing and controlling console messages to avoid backlog or delays. Participated in shift turnover activities by using incident log. Discussed work in progress, problems relating to production schedules, system status, equipment malfunctions, and other operational problems with incoming shift supervisor, users, and/or schedulers. Performed power-up/down procedures. Developed computer console settings to activate internal control and utility program. Activated peripheral devices by setting switches and making console key-ins to link the various devices with the control programs and main memory. Monitored log-in procedures. Investigates system malfunctions to determine cause. Initiated corrective actions when programs abort by checking console. Observed performance monitoring of cartridge, tape, silo, Virtual Tape System (VTS) and disk drives ensuring all resources are functioning properly. Reviewed, validated and standardized problem resolutions for inclusion in the problem resolution database. Researched, evaluated and provided feedback on problematic trends and patterns in customer support requirements for new or modified systems and services based upon an analysis of business needs and practices. Applied information security/information assurance policies, principles and practices in the delivery of customer services. Provided customer training. Applies a knowledge of and skill in applying customer support concepts, methods and procedures for troubleshooting and recovering systems and files, installed operating and network systems, applications and equipment sufficient to serve as a senior customer technical analyst with responsibility for resolving the most complex customer problems.

[REDACTED] (USAF civllian)

11/1996 - 11/1998

Salary: \$28,000.00 USD Per Year

Ramstien AB

Hours per week: 40

Series: 6907

Pay Plan: WG

Grade: 05

Kaiserslatern Military Community, RP GM

Material Handler

Performed a wide range of warehousing activities, including receiving, storing, selecting, shipping, pickup, and delivery of general or specialized bulk materials and equipment. The position requires the use of forklift trucks and light motor vehicles. Verified shipments by checking shipping documents. Matched specific item identification by name, stock number, letter, code, quantity, or unit of issue on containers. Unloads incoming shipments, scans bar codes, or keys receipt information into automated record system. Groups items together based on receiving voucher information or segregates items according to such factors as condition and type of transaction.

US Air Force (active duty)

09/1986 - 09/1992

Salary: \$24,973.00 USD Per Year

NORTON AFB, CA US

Hours per week: 40

SUPPLY SYSTEMS SPECIALIST

Supply Systems Analyst (Active duty US Air Force Staff Sargent/E5)

Served as Non Commissioned Officer In Charge of after hour Computer Operations. Managed

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and supervised two E-4/SGT's and four E-4/Senior Airmen's working Swing and Mid- shift operations. Developed work schedules, documented and conducted feedback, appraisal, and counseling sessions. Conducted or ensured subordinate upgrade training and Professional Military Education progressed on schedule. Provided professional and personal guidance when necessary and referred subordinate to alternate resources when appropriate. Also, ensured the integrity and accuracy of the Standard Base Supply System database by performing forced record alterations along with query Language Processor with update as prescribed by Air Force Manual 23-110 and local policy. I performed extensive research utilizing inquiries and transaction histories to ensure the proper method of record correction or deletion. I also performed all database maintenance and utility programs. As Supply Interface Systems Monitor I ensured all incoming and outgoing data transmissions were complete. I also created various scripts and sub routines to improve system and operator effectiveness. Applied system security policy and procedures to prevent unauthorized changes to supply information. Maintained technical publications on operational equipment. Set up new terminals and microcomputers to interface with the Standard Base Level Computer. Prepared automated supply computer system and peripheral devices for processing. Monitored systems processing and corrects processing errors.

US Air Force (active duty)
04/1983 - 09/1986

[REDACTED]

Salary: \$19,857.00 USD Per Year
KADENA AB, 47 JA
Hours per week: 40

SUPPLY SPECIALIST

Performed all aspects of material management such as receiving clerk, storage and issue clerk, pick-up and delivery driver. Received supplies and equipment by confirming item stock number, nomenclature, and quantities per bill of lading and other shipping documents. I performed all manner of material handling ensuring safety and protecting material damage. Consolidated and arranged materials in accordance with the warehouse plan keeping aisles and other traffic areas clear of obstructions. Utilized automated material identification data to classify materials. I performed inventories to ensure stock availability and quantity on hand accuracy and maximize warehouse space. Performed inventories as well as prepared materials and documentation for disposal in support of the Pacific Air Forces Logistics Center's mission.

Education: Southern Illinois University

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Hillsborough Community College
Tampa, FL US

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Job Related Training: EXCELLENCE IN INTERNAL CUSTOMER SERVICE 2014
CUSTOMER SERVICE PROCESSES AND PROCEDURES 2014
OAA OPSEC ANNUAL BRIEF 2013
SEXUAL HARRASSMENT ASSAULT RESPONSE PREVENTION TRAINING 2013
AT LEVEL 1 AWARENESS TRAINING 2013
No Fear Act - 2/2012

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Information Security - 4/2012
Information Assurance - 4/2012
Operation Security - 4/2012
SHARP - Sexual Harassment and Prevention 4/2012
Information Awareness -3/2012
Air Mobility Command's Phoenix Stripe April 2006
Introduction to Civilian Supervision, 20 hours, August 2005
NSPS Communication Supervisor September 2005
NSPS Leading Change Management (Supervisory) September 2005
NSPS Change Management September 2005
Defense Institute of Security Assistance Management, Overseas Course, May 20, 2004 to May 28, 2004
Defense Institute of Security Assistance Management, International Security Requirements Course, May 10, 2004 to May 18, 2004
Quality HF-2 Air Force Property/Facilities Management Training NAS Jackson FL, May 15, 2000 to May 19, 2000
Introduction to Oracle: SQL PL/SQL 2000/09/07 40 hours
Novel NetWare Administration 1995/06/12 to 1995/06/15 24 hours
Quality Assurance Evaluation Course 1995/03/05 to 1995/03/09 40 hours
Novel NetWare Administration June 06, 1995 to June 15, 1995
Introduction to Oracle: SQL PL/SQL June 06 to June 15, 1995
Advanced MS-DOS 1995/05/30 to 1995/05/31 16 hours
Non Commissioned Officers Leadership School 1989
Supply Systems Specialist Course 2S0X2 1986/07/02 to 1986/08/15 288 hours
Material Facilities Specialist Course 2S0X0 1983/03/10 to 1983/04/27 136 hours

References:

[REDACTED]
[REDACTED]
[REDACTED]
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[REDACTED]
[REDACTED]
[REDACTED]

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Staging Area Number: SA-GSA-0001

Name: [REDACTED]
SSN: [REDACTED]
MIDX: [REDACTED]
Address1: [REDACTED]
Address2:
City: [REDACTED]
State: [REDACTED]
Country: [REDACTED]
Post Code: [REDACTED]
Plus4:
Telephone 1: [REDACTED]
Telephone 2: [REDACTED]
Email: [REDACTED]
United States Citizen: [REDACTED]
Veterans' Preference: [REDACTED]
Military Service Dates (Start of Service - End of Service):
[REDACTED]
Location(s) Applied to: Kansas City, MO(US)

Vacancy Questions and Responses

What locations do you wish to apply to?

Kansas City, MO(US)

What Grades do you wish to apply to?

09

11

12

Grade: 09

1. Please choose the answer that best describes your experience and/or education.

Answers:

2. I possess a master's or equivalent level degree or 2 full years of progressively higher level graduate education leading to such a degree or an LL.B. or JD.

2. Please check the statement that applies to you, relating to time-in-grade requirements for the GS-9 level.

Answers:

1. I have held a position in the General Schedule at a grade equal to or higher than a GS-7 for at least one full year (or will have within 30 days from the closing date of this announcement.)

3. Do you have supply experience that includes using the Federal Catalog System's National Stock Number (NSN)?

Answers:

1. Yes

4. I have experience in the following related supply system programs:

Answers:

3. GSA Global Supply

8. EPS (Electronic Posting System)

10. FEDLOG

5. As a regular and recurring part of the job(s) you have held, do you have experience using automated supply systems and/or programs?

Answers:

1. Yes

6. From the following, please select the response that accurately describes your experience in assisting customers with on-going logistics support, keeping abreast of operational changes that impact customers.

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Answers:

2. I have experience independently assisting customers with on-going logistics support, keeping abreast of operational changes that impact customers.

7. From the list below, select the software applications that you are proficient at and use in accomplishing day-to-day office functions.

Answers:

1. Microsoft Word
2. Microsoft PowerPoint
3. Email Programs (e.g., Lotus Notes, Outlook, Exchange, etc.)
5. Microsoft Excel

8. I have performed the following using an automated database system:

Answers:

1. Input data
2. Develop Ad-hoc reports
3. Run routine and/or canned reports

9. Choose the statement(s) that accurately describe your oral and written communication skills.

Answers:

1. Effectively communicated technical information to internal and external audiences.
2. Conducted training sessions with varied audiences with different levels of comprehension.
3. Effectively communicated organizational strategies, goals, objectives, or priorities on a regular basis.
5. Developed and presented comprehensive material for reports, briefings or meetings with senior management officials.

All Grades

PLEASE NOTE: The system has a navigation bar at the top of the each screen. Proceed through each step, providing any required information and documents until you reach the "Application Review" screen. To submit your application, you must select the "Submit Application" button at the bottom of the page or your application will be considered incomplete and you will not be considered for this vacancy. You may return to your application to make any changes or edits at any time prior to midnight Eastern Time of the closing or deadline of the announcement. If you make any changes to your application, be sure to navigate back through the steps and select the "Submit" button on the "Application Review" screen. Once you submit your application, you will be forwarded to the "Confirmation Page" where you can download all or part of your application, return to USAJOBS or GSA's dashboard.

Please Note: Effective January 1, 2010, the Office of Personnel Management (OPM) must authorize any employment offers we make to current or former (within the last 5 years) political Schedule A, Schedule C or Non-Career SES (Political) employees in the Executive Branch. So, if you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information to the Human Resources Office. Failure to disclose this information could result in disciplinary action including removal from Federal Service.

1. Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answers:

2. No

If you answered **Yes** then answer the following questions.

1.1. Please provide the following information regarding your most recent political appointment: Position Title; Type of Appointment (i.e., Schedule A, Schedule C, or Non Career SES); Agency; Dates held (beginning and ending dates)

Answers:

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2. Are you applying for this position based on current eligibility under the Interagency Career Transition Assistance Plan (ICTAP)?

Answers:

2. No

If you answered **Yes** then answer the following questions.

2.1. If you are applying for this position under the Interagency Career Transition Assistance Plan (ICTAP), select the choice(s) that apply:

Answers:

3. Are you a current General Services Administration associate?

Answers:

1. Yes

If you answered **Yes** then answer the following questions.

3.1. GSA's Associate Performance Plan and Appraisal System states that to be promoted within GSA, an employee's most recent rating of record must be at the Level 3 or higher. Which of the following best describes the rating you received on your most recent performance appraisal (rating of record)?

Answers:

2. [REDACTED]

3.2. Please list the date received, level of rating, and the name of the supervisor who issued the rating. If you have not received a rating, please provide the reason you have not received one. Your response will be limited to 1,000 characters which is approximately one-quarter typewritten page.

Answers: [REDACTED]
[REDACTED]

If you answered **No** then answer the following questions.

3.1. Do you have a current annual performance rating that is equal to pass or successful?

Answers:

3.2. Give the date of your last official appraisal, the name, title & phone number of the supervisor who evaluated your performance.

Answers:

4. Please check the statements that apply to you, relating to your eligibility for noncompetitive consideration for a full performance level GS-12 position.

Answers:

3. The full performance level of my current position (or another permanent position I have held in the competitive service) is GS-12 or higher.

5. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answers:

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

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Assessment Questions

GRADE: 09

1. Please describe your experience using automated supply systems and/or programs. Include in your response the name of the systems and/or programs you have used and your purpose for using them. Limit your response to 4,000 characters which is approximately 1 typewritten page in length.

Answers: 1. My experience using automated supply systems and/or programs is: As an Automated Logistics Specialist I was active in establishing and maintaining stock records and other documents such as inventory, material control, accounting and supply records. This consisted of reviewing and verifying quantities received against contracts, purchase requests and shipping documents. The position required the unloading, unpacking, counting, segregating, palletizing and storage of incoming supplies and equipment. I constructed bins, shelving and other storage aids. Simplifying and standardization regarding the collection and use of maintenance data is another responsibility of an automated logistics specialist. Raising the quality and accuracy of performance, cost and parts data through improved maintenance management. Performed accounting and sales function in a self service supply. Conducted military warehouse supply management to include inventories, security and stock receipts. Planned and coordinated subsistence supply activity. Posted transactions to organizational/ installation property books and supporting transaction files. Maintained an automated supply system. Scheduled and performed organizational checks. Maintained filing system for all fleet equipment and tracking systems. Notified and maintained status of services on organizational property. Conducted all fleet transactions dispatches for entire unit for personnel going to deployment and local transactions to include transfer and gaining of equipment. Obtained instruction and training from the Distributed Learning System (DLS) for all required tasks. A requirement of drivers training for Forklifts-stand up, 4,000 lbs to 10,000 lbs rough terrain.

GRADE: All Grades

1. PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions. Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume. For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page. After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy. Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page. If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

Answers:

2. In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

Answers:

3. We recommend that you print the questions and prepare your answers before you start the application process. If there are essay questions in this announcement, you can create

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your answer in a word processing program and then copy and paste it into the essay answer block.

Answers:

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Document Name: USJOBSResume

Name: [REDACTED]

AIDX: [REDACTED]

Telephone 1: [REDACTED]

Telephone 2: [REDACTED]

Email: [REDACTED]

July 10, 2018

WORK EXPERIENCE

GENERAL SERVICES ADMINISTRATION, [REDACTED]
Transportation Operations Specialist, Jan 2010 – Present

- Conducts analysis of facts regarding price comparison, discounts, delivery dates and handling charges. Conducts training necessary for maintaining procurement warrants on an annual basis Ensures compliance with company policies/procedures, as well as laws, ordinances and regulations. Acts as a primary contact between the staffing and legal department regarding treasury disputes, third party offers and regional counsel resolutions. Provides support to internal and external customers through a national accident reporting and control system. Provides contracting and makes award determinations for procurement regarding vehicle repairs for leased federal vehicles nationwide Currently a GSA contracting officer with a Basic Fleet Acquisition warrant for administrative purchases and contracts for supplies and services up to and including \$25,000 per transaction since 05/09/2010.

CITY OF KANSAS CITY MISSOURI, KANSAS CITY, MISSOURI
Senior , Aug 2005 – Dec 2009

- Reconciled and maintained cost and accounting issues regarding the procurement card program. Balanced and maintained the General Services yearly budget and processed all financial transactions. Processed and reported all information and documentation sent to the state of Missouri regarding workers' compensation injuries and deaths. Maintained insurance documentation for all city government vehicles and certificate liability for buildings and construction projects. Created and updated division policies, standard operating procedures and developmental requests for new programs. Conducted investigations of complaints concerning vendor payments, unclaimed property, and returned or undeliverable checks. Processed Workers Compensation Payroll bi-weekly payroll citywide, as well as Death & Disability payments monthly to surviving dependents. Conducted approvals on annual bids, performance and service bonds in the Risk Managers absence. Processed requisitions for purchase orders on buildings, use of space and purchase order encumbrances for construction bids.

US ARMY, HINESVILLE, GEORGIA
Automated Logistics Sergeant, May 1988 – Jun 2004

- Performed accounting and sales functions for self service supply groups
Conducted warehouse supply management including inventories, security

and stock receipts Performed commissary store functions including stock replenishment ,and overseas the construction of displays Managed and controlled critical and reserve stocks as well as operational floats. Performed financial management functions, output from catalog inquiry programs, document modifiers and special cancellations requests. Maintained status on all property for company commander's records Maintained accounting records of property disposal activity. Reconciled activity records for monthly and quarterly reporting and status reviews. Maintained Automated Supply System Conducted Drivers Training Maintained fleet system regarding all maintenance equipment assigned to the organization Handled all vehicular dispatches for deployment and status of services. Established and maintained stock records and other documents such as inventor, material control, accounting, and supply reports. Reviewed and verified quantities received against bills of contracts, purchase requests and shipping documents. Assisted other Federal agencies and industry representatives in interpreting cataloging data. Unloaded, unpacked, counted, segregated, palletized and stored incoming supplies and equipment. Developed and/or recommended revisions to cataloging tools such as item names. Constructed bins, shelving and other storage ads. Assisted other supply and procurement personnel in resolving complex technical problems related to item descriptions and item maintenance data requirements required for cataloging and supply support request processing. Simplified and standardized the collection and use of maintenance data. Prepared and submitted difficult item identification transactions for the full range of items within all commodity areas. Raised the quality and accuracy of performance, cost and parts data through improved maintenance management. Processed cataloging and supply support requests for US Army units.

EDUCATION

UNIVERSITY OF PHOENIX, [REDACTED]

- Coursework in Marketing and Communications Simplified Acquisition Procedures, Shaping smart business arrangements, Mission support planning, Accounts payable Ethical issues in contracting, Dynamic communication skills Procurement card training, Contracting basics Facilitator Training, Performance Management Number Skills Workshop, Environmental management

ADDITIONAL SKILLS

- Accounting, Accounts payable, administrative, vehicle repairs, Basic, bonds, budget, Business Administration, catalog, communication skills, contracts, database, delivery, documentation, Environmental management, financial, financial management, government, insurance, Inventory Management, Kronos, Leadership, legal, Logistics, Marketing and

Communications, Payroll, Performance Management, policies, Procurement
experience, Procurement, reporting, sales, Scheduling, staffing,
treasury, warrants

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Name: [REDACTED]
SSN: [REDACTED]
MIDX: [REDACTED]
Address1: [REDACTED]
Address2:
City: [REDACTED]
State: [REDACTED]
Country: [REDACTED]
Post Code: [REDACTED]
Plus4:
Telephone 1: [REDACTED]
Telephone 2: [REDACTED]
Email: [REDACTED]
United States Citizen: ☐
Veterans' Preference: ☐
Military Service Dates (Start of Service - End of Service):
[REDACTED]
Location(s) Applied to: Kansas City, MO(US)

Vacancy Questions and Responses

What locations do you wish to apply to?

Kansas City, MO(US)

What Grades do you wish to apply to?

09

Grade: 09

1. Please choose the answer that best describes your experience and/or education.

Answers:

1. I possess one year of specialized experience equivalent to the GS-7 level in the Federal service. Specialized experience is experience applying supply principles, concepts, and methodologies in order to identify, evaluate, and recommend solutions to supply issues or problems in one or more of the following specialty supply areas: supply program management; inventory management; distribution facilities and storage management; packaging; and supply cataloging.

2. Please check the statement that applies to you, relating to time-in-grade requirements for the GS-9 level.

Answers:

1. I have held a position in the General Schedule at a grade equal to or higher than a GS-7 for at least one full year (or will have within 30 days from the closing date of this announcement.)

3. Do you have supply experience that includes using the Federal Catalog System's National Stock Number (NSN)?

Answers:

1. Yes

4. I have experience in the following related supply system programs:

Answers:

1. Multiple Award Schedules
2. GSA Advantage
3. GSA Global Supply
4. Product Management & Technical Services
5. Stock
6. GSA Special Order Programs
7. GSA E:Buy
10. FEDLOG

5. As a regular and recurring part of the job(s) you have held, do you have experience

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using automated supply systems and/or programs?

Answers:

1. Yes

6. From the following, please select the response that accurately describes your experience in assisting customers with on-going logistics support, keeping abreast of operational changes that impact customers.

Answers:

1. I performed these functions following directly related examples or where there were no directly related examples with detailed guidance and instructions from a higher level specialist or supervisor. My work was reviewed in progress and completed work was reviewed for compliance with instructions and adherence to regulations and agency policies and procedures.

7. From the list below, select the software applications that you are proficient at and use in accomplishing day-to-day office functions.

Answers:

1. Microsoft Word
2. Microsoft PowerPoint
3. Email Programs (e.g., Lotus Notes, Outlook, Exchange, etc.)
5. Microsoft Excel

8. I have performed the following using an automated database system:

Answers:

1. Input data
3. Run routine and/or canned reports
4. Analyze data

9. Choose the statement(s) that accurately describe your oral and written communication skills.

Answers:

1. Effectively communicated technical information to internal and external audiences.
2. Conducted training sessions with varied audiences with different levels of comprehension.
3. Effectively communicated organizational strategies, goals, objectives, or priorities on a regular basis.
4. Prepared and presented analytical information to senior management officials within the organization.
5. Developed and presented comprehensive material for reports, briefings or meetings with senior management officials.

All Grades

PLEASE NOTE: The system has a navigation bar at the top of the each screen. Proceed through each step, providing any required information and documents until you reach the "Application Review" screen. To submit your application, you must select the "Submit Application" button at the bottom of the page or your application will be considered incomplete and you will not be considered for this vacancy. You may return to your application to make any changes or edits at any time prior to midnight Eastern Time of the closing or deadline of the announcement. If you make any changes to your application, be sure to navigate back through the steps and select the "Submit" button on the "Application Review" screen. Once you submit your application, you will be forwarded to the "Confirmation Page" where you can download all or part of your application, return to USAJOBS or GSA's dashboard.

Please Note: Effective January 1, 2010, the Office of Personnel Management (OPM) must authorize any employment offers we make to current or former (within the last 5 years) political Schedule A, Schedule C or Non-Career SES (Political) employees in the Executive Branch. So, if you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information to the Human Resources Office. Failure to disclose this

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information could result in disciplinary action including removal from Federal Service.

1. Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answers:

2. No

If you answered **Yes** then answer the following questions.

1.1. Please provide the following information regarding your most recent political appointment: Position Title; Type of Appointment (i.e., Schedule A, Schedule C, or Non Career SES); Agency; Dates held (beginning and ending dates)

Answers:

2. Are you applying for this position based on current eligibility under the Interagency Career Transition Assistance Plan (ICTAP)?

Answers:

2. No

If you answered **Yes** then answer the following questions.

2.1. If you are applying for this position under the Interagency Career Transition Assistance Plan (ICTAP), select the choice(s) that apply:

Answers:

3. Are you a current General Services Administration associate?

Answers:

2. No

If you answered **Yes** then answer the following questions.

3.1. GSA's Associate Performance Plan and Appraisal System states that to be promoted within GSA, an employee's most recent rating of record must be at the Level 3 or higher. Which of the following best describes the rating you received on your most recent performance appraisal (rating of record)?

Answers:

3.2. Please list the date received, level of rating, and the name of the supervisor who issued the rating. If you have not received a rating, please provide the reason you have not received one. Your response will be limited to 1,000 characters which is approximately one-quarter typewritten page.

Answers:

If you answered **No** then answer the following questions.

3.1. Do you have a current annual performance rating that is equal to pass or successful?

Answers:

1. Yes

3.2. Give the date of your last official appraisal, the name, title & phone number of the supervisor who evaluated your performance.

Answers:

4. Please check the statements that apply to you, relating to your eligibility for noncompetitive consideration for a full performance level GS-12 position.

Answers:

5. None of the above apply to me.

5. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination

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process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answers:

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

Assessment Questions

GRADE: 09

1. Please describe your experience using automated supply systems and/or programs. Include in your response the name of the systems and/or programs you have used and your purpose for using them. Limit your response to 4,000 characters which is approximately 1 typewritten page in length.

Answers: While serving in the Army and working as a federal employee, my duties included inputting orders in PBUSE for mainly Class 2 materials. I was responsible for creating system catalog for new items, ensuring there were no duplicate items in the catalog and updating information such as unit of issue, nomenclature and descriptions. Also, running due in document reports to ensure updated status was received and all orders were in good standing. Performed monthly and yearly inventories of all expendable and non-expendable materials/equipment, updating PBUSE as needed with inventory results. I also uploaded information on new materials into LOGSA and requested user-created NSN's for items that were not already assigned a NSN/FSC such as new tools. During this time, I was also responsible for the SKP-6 system, which was used for all aviation parts/Class 9 as well as some hazmat material. Uploading and entering orders for needed items that were assigned an NSN, as well as transferring orders to the proper locations. When SKP-6 went live, I assisted with uploading the catalog data for all commonly used parts, added users at the proper security level and ensure basic functions were running. I presenting training on SKP-6 to all new soldiers assigned to the supply/tool area, as well as supervisors. I conducted inventories within the system as well as physical counts on all items, updating the system to reflect the most current and accurate information. Reviewed catalog data on a monthly basis to ensure unit of issue, nomenclature and descriptions were all current. During my time at a tool and part attendant, I assisted with the phase out of the OH-58 helicopter. This assistance included removing NSN items no longer needed, proper turn in of non-expendable parts and equipment and removing information from internal supply systems/catalogs. I had to review all the information for each part, determine the use of the item and ensure the item could not be used on other equipment or aircraft prior to turn in. This review included researching technical manuals, Fedlog, logsa and informational manuals. I am currently employed with LCI as a federal contractor, working in GSA National Customer Service Center. As a member of the NCSC team, I field all tier 1 calls for customer support. I assist customers with obtaining tracking, status, cancellations and expedites. I transfer cases, as needed, to the appropriate teams if needed. I also assist customers with product searches on GSA Advantage, GSA Global Supply and Servmart. When presented with an NSN that is not currently under contract, I utilize NIF in Citrix and contact the item manager/buyer as needed. I interrupt product descriptions and unit of issues to ensure the customer is ordering the correct material for their organization. I also contact vendors directly for more detailed information concerning shortages, product descriptions, unit of issue/measure, overages, cancellations and missing materials. Also, provide any type of financial adjustments on a needed basis. I assist customers who request information concerning EBuy to include what EBuy is, how it works and how to create an RFQ. Assist vendors in obtaining a federal contract with GSA to market and sell products and services to the federal, state and local governments. I assist with searching on GSA ELibrary, FPDS, Schedule Sales Query, vendor support system for Pathways to Success and Readiness Assessment as well as SAM and FedBizOps. I have created powerpoints for training on SAM to my coworkers. I have also created spreadsheets to better analyze data, to ensure proper organization on information provided by either

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the customer or supervisors.

GRADE: All Grades

1. PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions. Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume. For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page. After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy. Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page. If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

Answers:

2. In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

Answers:

3. We recommend that you print the questions and prepare your answers before you start the application process. If there are essay questions in this announcement, you can create your answer in a word processing program and then copy and paste it into the essay answer block.

Answers:

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Document Name: USJOBSResume

Name: [REDACTED]

AIDX: [REDACTED]

Telephone 1: [REDACTED]

Telephone 2: [REDACTED] [REDACTED]

Email: [REDACTED]

July 17, 2018

[REDACTED]
[REDACTED]
[REDACTED] [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Availability: Job Type: Permanent
Work Schedule: Full-Time

Desired locations: United States - MO -

Work Experience: [REDACTED] 03/2012 - Present
1500 E Bannister Rd Hours per week: 40
Kansas City, MO United States Series: 2005 Pay Plan: GS Grade: GS07

Supply Tech (This is a federal job)

– Answer in-bound calls, internet and email inquiries from government and military agencies and assist with their inquiries on supply orders. Process and resolve customer supply order discrepancies while inputting accurate information regarding customers inquiries into internal databases. Provide customer with complete and accurate information pertaining to their inquiries. Direct potential vendors through the process for obtaining a government contract. Assist vendors and customers with locating and obtaining contract terms and conditions and price-lists via GSA E-Library. Process submitted contract terms and conditions with price-lists received from vendors. Maintain telephone call statistics in accordance with established policies and provide excellent customer service. Often works as call-center supply technician to fill in during surges and to cover for team members working special projects for the customer. Member of the e-mail team which includes duties of loading all customer requests for discrepancies, responding to all Request for Information e-mails, and assisted customer in all requests. Proficient in the use of some such software, including populating customer information. Participated in outbound calling projects such as CAR and Focus Groups. Presented new information on SAM and provided training meetings with power point. Current member of an e-mail reorganization group to better our e-mail processes and communication with our customers. Assist with Carrier claims when items are lost and/or damaged. Coordinate pick up times and arrangements for with customer and carriers.

Missouri Army National Guard 03/2008 - 10/2012
Whiteman Air Force Base, MO Hours per week: 40
United States

Tools and Parts Attendant 92A20

Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

Requisition, receive, store and issue Aircraft Parts, Tools and Supplies. Inspect, count, classify all incoming items for proper quantity and serviceability. Work with SSA on missing, damaged or wrong materials received. Perform as Tool Custodian for all assigned tools within area of responsibility. Maintain bench stock and PLL stockades for this facility within the constants of the ULLS-A Operating System.

Maintaining Property Book and manage Hand Receipts for this facility. Perform other duties as assigned. As an E-5 Sergeant, I also have three lower enlisted soldiers that I am responsible for. I ensure they have the most current and accurate information available not only for drill but also for the services the Army provides for education, job opportunities, payment issues to list a few. I keep detailed records of personal information to include Social Security Numbers and Home of Record information secured and up to date as well as other administrative paperwork. I delegate tasks to them to ensure proper training and career advancement opportunities. I maintain their attendance and schedule any missed training and ensure proper pay allowances. Participated in Equal Opportunity Training as well as instructed courses in classroom environment.

Department Of Defense

06/2004 - 03/2012

Whiteman AFB, MO United States

Salary: 23.17 USD Per Hour

Hours per week: 40

Pay Plan: WG-06/GS-07

Tool and Parts Specialist/Supply Representative (This is a federal job)

Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

My official title is Tool and Parts Attendant, though I have other duties assigned as Property Book Custodian, which is my primary duty. I maintain TDA, Installation, Basic Load and OCIE property book items. I receive, request, maintain, inventory and account for all Non-Expendable, Expendable and Durable property within the Flight Facility and Operations. I maintain and issue all DA Form 2062 Hand Receipts and DA Form 3161 Lateral Transfers on all equipment and tools. I receive status and order all supplies needed including POL, Class II etc. through IMAP and PBUSE. I conduct and file Reconciliation Listings for Non-Expendable, Expendable and Durable items. I develop, implement and evaluates the logistics and property accountability policies for our organizations. I keep abreast of and ensures the implementation of new policy statements, regulations and directives issued by higher headquarters concerning logistics and property accountability activities. I direct, review and make recommendations on investigations or incidents involving property loss or damage. I perform continuing analysis of the property accounting and equipment status reporting system to assure data provided is complete, accurate and timely. I also maintain AH-64 PLL and Bench Stock parts using ULLS-AE computer system. I conduct PLL inventories every three months to ensure proper accountability of all parts. I maintain all records and files needed for CSDP and ARMS inspections. I issue and receive tools and ensure proper accountability of all items to avoid FOD issues. Participated in Equal Opportunity Training.

Missouri Army National Guard 09/2006 - 03/2008

Sedalia/Balad , AE United States

Hours per week: 40

Pay Plan: Other

Unit Supply Specialist (This is a federal job) 92Y20

Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

I maintained individual supply records including TA-50, Military gear, and clothing. I ordered and received uniforms and equipment through the ULLS-S4 and maintained 1348 receipt documents for all items. I inventoried and maintained sensitive items including M-16, 50-CAL, 9mms, MK-19's and NVGs. I also used the 710 regulation series to provide accurate knowledge for inventories, proper wear of uniforms, allowances of uniforms, true accountability of sensitive items and use of proper DA forms as needed to complete the task at hand. I also checked and

maintained calibrated items for proper dates, and ensured up to date calibration dates. I completed all required training for HAZMAT Coordinator and was in charge of transporting all hazardous material in and out of country. I also assisted with training directly related to HAZMAT and HAZCOM. Participated in Equal Opportunity Training as well as instructed courses in classroom environment

Missouri Army National Guard 09/2004 - 10/2005
Whiteman Air Force Base, MO Salary: 214.00 USD Per Month
United States Hours per week: 16
Pay Plan: Other

Tool and Parts Attendant (This is a federal job)

Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

I am the primary ULLS-G operator for drill weekends. I dispatch and return military vehicles and maintain proper mileage. I also use FEDLOG to obtain proper part numbers or National Stock Numbers to place needed equipment or parts on order. I inventory tool boxes to ensure all proper tools are present, in good working conditions and all calibrated tools are up to date. I maintain inventory and order PLL and bench stock items. I perform key inventories and key sign out rosters throughout drill to provide accurate accountability and locations of all keys. I print and maintain open dispatch rosters, service due reports, and open fault reports from the ULLS_G and SDI. I have also created reports within SDI to help the motor pool run smoothly. Participated in Equal Opportunity Training as well as instructed courses in classroom environment

Missouri Army National Guard 11/2000 - 09/2004 10/2005 - 09/2006
Whiteman AFB, MO United States Salary: 214.00 USD Per Month
Hours per week: 16
Pay Plan: Other

Unit Supply Specialist (This is a federal job) 92Y10

Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

I maintained individual supply records including TA-50 and clothing. I ordered and received uniforms and equipment through the ULLS-S4 and maintained 1348 receipt documents for all items. I inventoried and maintained sensitive items including M-16, 50-CAL, 9mms, and NVGs. I also used the 710 series to provide accurate knowledge for inventories, proper wear of uniforms, allowances of uniforms, true accountability of sensitive items and use of proper DA forms as needed to complete the task at hand. I also checked and maintained calibrated items for proper dates. I have turned in calibrated items that was expired to Jefferson City and picked up items completed. Participated in Equal Opportunity Training as well as instructed courses in classroom environment

Education: Central Missouri State University Warrensburg, MO United States

[REDACTED]

[REDACTED]

Lees Summit North High School Lees Summit, MO United States

[REDACTED]

[REDACTED]

Relevant Coursework, Licenses and Certifications:

Active member of the AFJROTC program for 4 years. Corp Commander, Drill Team Commander, Kitty Hawk Air Society Commander. I was responsible for 108 cadets to ensure proper tutor programs, fund raising activities and team building activities. As Drill Team Commander, I taught marching skills and military bearing in accordance with Army Regulation 22-5.

Job Related Training:

Unit Supply Specialist training completed 12/2001. On the job training as a temporary tech for Tools and Parts Attendant starting 06/2004 and ended on 06/2005. Permanent tech for Tools and Parts Attended starting 09/2005 to present. ULLS-G operator from 10/2004 to 10/2005.

References:

Name	Employer	Title	Phone	Email
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

(*) Indicates professional reference

Additional Information:

Proficient with: ULLS-A, ULLS-AE, ULLS-S-4, PBUSE, IMAP, ULLS-G, SAMS-1E; All Microsoft applications; Participated in various Equal Opportunity Training to include giving classroom instructions; Typing 65 wpm; Vehicle's: M1008A1, 1-1/4Ton; M1009, 3/4Ton; Van Carry all 7-15 passenger; Received Army Achievement Medal 2002, Basic Training Completion Ribbon 2002, Advanced Individual Training Ribbon 2002, Missouri Commendation Medal 2003; Good Conduct award 2007; Overseas Ribbon 2007; Have working knowledge of the following regulations: AR 25-20 - Preparing and Managing Correspondence; AR 735-5 - Property Accountability; AR 710-2 - Inventory management; DA PAM 710-2-1 and 710-2-2 - Using Unit Supply Systems; CTA 50-900 and CTA 50-909 - Common Table of Allowances; Leadership experience; Filing and securing sensitive information such as personal records. Extensive work with Avaya phone system, both internal and external GSA supply systems. Employee of The Month for Jan 2013. Telework trained

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Name: [REDACTED]
SSN: [REDACTED]
MIDX: [REDACTED]
Address1: [REDACTED]
Address2:
City: [REDACTED]
State: [REDACTED]
Country: [REDACTED]
Post Code: [REDACTED]
Plus4:
Telephone 1: [REDACTED]
Telephone 2: [REDACTED]
Email: [REDACTED]
United States Citizen: [REDACTED]
Veterans' Preference: [REDACTED]
Military Service Dates (Start of Service - End of Service):
[REDACTED]
Location(s) Applied to: Kansas City, MO(US)

Vacancy Questions and Responses

What locations do you wish to apply to?

Kansas City, MO(US)

What Grades do you wish to apply to?

09

11

12

Grade: 09

1. Please choose the answer that best describes your experience and/or education.

Answers:

1. I possess one year of specialized experience equivalent to the GS-7 level in the Federal service. Specialized experience is experience applying supply principles, concepts, and methodologies in order to identify, evaluate, and recommend solutions to supply issues or problems in one or more of the following specialty supply areas: supply program management; inventory management; distribution facilities and storage management; packaging; and supply cataloging.

2. Please check the statement that applies to you, relating to time-in-grade requirements for the GS-9 level.

Answers:

1. I have held a position in the General Schedule at a grade equal to or higher than a GS-7 for at least one full year (or will have within 30 days from the closing date of this announcement.)

3. Do you have supply experience that includes using the Federal Catalog System's National Stock Number (NSN)?

Answers:

1. Yes

4. I have experience in the following related supply system programs:

Answers:

2. GSA Advantage
4. Product Management & Technical Services
5. Stock
10. FEDLOG

5. As a regular and recurring part of the job(s) you have held, do you have experience using automated supply systems and/or programs?

Answers:

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1. Yes

6. From the following, please select the response that accurately describes your experience in assisting customers with on-going logistics support, keeping abreast of operational changes that impact customers.

Answers:

4. I have lead or managed a unit responsible for providing customers with on-going logistics support. I ensured that my team was kept informed of all operational changes with an impact on our customers.

7. From the list below, select the software applications that you are proficient at and use in accomplishing day-to-day office functions.

Answers:

1. Microsoft Word
2. Microsoft PowerPoint
3. Email Programs (e.g., Lotus Notes, Outlook, Exchange, etc.)
5. Microsoft Excel

8. I have performed the following using an automated database system:

Answers:

1. Input data
2. Develop Ad-hoc reports
3. Run routine and/or canned reports
4. Analyze data

9. Choose the statement(s) that accurately describe your oral and written communication skills.

Answers:

5. Developed and presented comprehensive material for reports, briefings or meetings with senior management officials.

Grade: 11

1. Please choose the answer that best describes your experience and/or education.

Answers:

1. I possess one year of specialized experience equivalent to the GS-9 level in the Federal service. Specialized experience is experience applying supply principles, concepts, and methodologies in order to research, analyze and resolve issues and problems in two or more of the following specialty supply areas: supply program management; inventory management; distribution facilities and storage management; packaging ;and supply cataloging.

2. Please check the statement that applies to you, relating to time-in-grade requirements for the GS-11 level.

Answers:

1. I have held a position in the General Schedule at a grade equal to or higher than a GS-9 for at least one full year (or will have within 30 days from the closing date of this announcement.)

3. Do you have supply experience that includes using the Federal Catalog System's National Stock Number (NSN)?

Answers:

1. Yes

4. I have experience in the following related supply system programs:

Answers:

2. GSA Advantage
4. Product Management & Technical Services
5. Stock
10. FEDLOG

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5. Do you have experience in proofreading technical information and commercial product literature catalogs in order to verify correctness and/or to perform analysis and review?

Answers:

1. Yes

6. Have you provided supply management decisions when issues to be resolved are complex and accompanied by insufficient data?

Answers:

1. Yes

7. As a regular and recurring part of the job(s) you have held, do you have experience using automated supply systems and/or programs?

Answers:

1. Yes

8. From the following, please select the response that accurately describes your experience in assisting customers with on-going logistics support, keeping abreast of operational changes that impact customers.

Answers:

4. I have lead or managed a unit responsible for providing customers with on-going logistics support. I ensured that my team was kept informed of all operational changes with an impact on our customers.

9. From the list below, select the software applications that you are proficient at and use in accomplishing day-to-day office functions.

Answers:

1. Microsoft Word
2. Microsoft PowerPoint
3. Email Programs (e.g., Lotus Notes, Outlook, Exchange, etc.)
5. Microsoft Excel

10. I have performed the following using an automated database system:

Answers:

1. Input data
2. Develop Ad-hoc reports
3. Run routine and/or canned reports
4. Analyze data

11. Choose the statement(s) that accurately describe your oral and written communication skills.

Answers:

5. Developed and presented comprehensive material for reports, briefings or meetings with senior management officials.

12. Which of the following best describes your experience developing and writing reports describing/explaining supply logistics or supply chain matters?

Answers:

5. I am highly skilled at this job function. I have been acknowledged for producing accurate, complete, and timely reports describing/explaining complex and/or controversial supply logistics or supply chain issues.

13. I have experience applying supply regulations, policies and procedures.

Answers:

1. True

Grade: 12

Specialized experience is experience researching, analyzing, and evaluating the effectiveness and efficiency of supply programs and/or operations in two or more of the following specialty supply areas: supply program management; inventory management; distribution facilities and storage management; packaging; and supply cataloging. Such

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experience must have included developing solutions to resolve complex supply issues and problems.

1. Do you have one year of specialized experience as described above, equivalent to the GS-11 level or higher in the Federal service?

Answers:

1. Yes

2. Please check the statement that applies to you, relating to time-in-grade requirements for the GS-12 level.

Answers:

1. I have held a position in the General Schedule at a grade equal to or higher than a GS-11 for at least one full year (or will have within 30 days from the closing date of this announcement.)

3. Do you have supply experience that includes using the Federal Catalog System's National Stock Number (NSN)?

Answers:

1. Yes

4. Which of the following best describes your experience in maintaining content in product information databases, ensuring accuracy; and working with others in the development of product content?

Answers:

5. I am highly skilled in maintaining content in product information databases, ensuring accuracy, and working with others in the development of product content, obtainment of product images, and reviewing of information on catalog production pages to ensure accurate information is presented to customers in an easy-to-understand fashion. I performed this task routinely and have conducted training in this area.

5. I have experience in the following related supply system programs:

Answers:

2. GSA Advantage
4. Product Management & Technical Services
5. Stock
10. FEDLOG

6. Do you have experience in proofreading technical information and commercial product literature catalogs in order to verify correctness and/or to perform analysis and review?

Answers:

1. Yes

7. Have you provided supply management decisions when issues to be resolved are complex and accompanied by insufficient data?

Answers:

1. Yes

8. As a regular and recurring part of the job(s) you have held, do you have experience using automated supply systems and/or programs?

Answers:

1. Yes

9. From the following, please select the response that accurately describes your experience in assisting customers with on-going logistics support, keeping abreast of operational changes that impact customers.

Answers:

4. I have lead or managed a unit responsible for providing customers with on-going logistics support. I ensured that my team was kept informed of all operational changes with an impact on our customers.

10. I possess in-depth knowledge of inter-related supply processes such that I can perform

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the following duties :

Answers:

1. Recommend new or revised directives or implementing procedures
2. Provide authoritative interpretations and guidance to management officials and other supply specialists.
3. Resolve supply issues involving conflicting program requirements.
4. Review operating supply programs for adequacy, efficiency and need for improvement.

11. From the list below, select the software applications that you are proficient at and use in accomplishing day-to-day office functions.

Answers:

1. Microsoft Word
2. Microsoft PowerPoint
3. Email Programs (e.g., Lotus Notes, Outlook, Exchange, etc.)
5. Microsoft Excel

12. I have performed the following using an automated database system:

Answers:

1. Input data
2. Develop Ad-hoc reports
3. Run routine and/or canned reports
4. Analyze data

13. Choose the statement(s) that accurately describe your oral and written communication skills.

Answers:

5. Developed and presented comprehensive material for reports, briefings or meetings with senior management officials.

14. Which of the following best describes your experience developing and writing reports describing/explaining supply logistics or supply chain matters?

Answers:

5. I am highly skilled at this job function. I have been acknowledged for producing accurate, complete, and timely reports describing/explaining complex and/or controversial supply logistics or supply chain issues.

15. I have experience applying supply regulations, policies and procedures.

Answers:

1. True

16. Do you have experience in conducting research and analyzing and interpreting various management data, including guidelines and policies, to make logical decisions and improve efficiency?

Answers:

1. Yes

All Grades

PLEASE NOTE: The system has a navigation bar at the top of the each screen. Proceed through each step, providing any required information and documents until you reach the "Application Review" screen. To submit your application, you must select the "Submit Application" button at the bottom of the page or your application will be considered incomplete and you will not be considered for this vacancy. You may return to your application to make any changes or edits at any time prior to midnight Eastern Time of the closing or deadline of the announcement. If you make any changes to your application, be sure to navigate back through the steps and select the "Submit" button on the "Application Review" screen. Once you submit your application, you will be forwarded to the "Confirmation Page" where you can download all or part of your application, return to USAJOBS or GSA's dashboard.

Please Note: Effective January 1, 2010, the Office of Personnel Management (OPM) must

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authorize any employment offers we make to current or former (within the last 5 years) political Schedule A, Schedule C or Non-Career SES (Political) employees in the Executive Branch. So, if you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information to the Human Resources Office. Failure to disclose this information could result in disciplinary action including removal from Federal Service.

1. Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answers:

2. No

If you answered **Yes** then answer the following questions.

1.1. Please provide the following information regarding your most recent political appointment: Position Title; Type of Appointment (i.e., Schedule A, Schedule C, or Non Career SES); Agency; Dates held (beginning and ending dates)

Answers:

2. Are you applying for this position based on current eligibility under the Interagency Career Transition Assistance Plan (ICTAP)?

Answers:

2. No

If you answered **Yes** then answer the following questions.

2.1. If you are applying for this position under the Interagency Career Transition Assistance Plan (ICTAP), select the choice(s) that apply:

Answers:

3. Are you a current General Services Administration associate?

Answers:

2. No

If you answered **Yes** then answer the following questions.

3.1. GSA's Associate Performance Plan and Appraisal System states that to be promoted within GSA, an employee's most recent rating of record must be at the Level 3 or higher. Which of the following best describes the rating you received on your most recent performance appraisal (rating of record)?

Answers:

3.2. Please list the date received, level of rating, and the name of the supervisor who issued the rating. If you have not received a rating, please provide the reason you have not received one. Your response will be limited to 1,000 characters which is approximately one-quarter typewritten page.

Answers:

If you answered **No** then answer the following questions.

3.1. Do you have a current annual performance rating that is equal to pass or successful?

Answers:

1. Yes

3.2. Give the date of your last official appraisal, the name, title & phone number of the supervisor who evaluated your performance.

Answers:

4. Please check the statements that apply to you, relating to your eligibility for noncompetitive consideration for a full performance level GS-12 position.

Answers:

5. None of the above apply to me.

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5. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answers:

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

Assessment Questions

GRADE: 11

1. Please describe your experience using automated supply systems and/or programs. Include in your response the name of the systems and/or programs you have used and your purpose for using them. Limit your response to 4,000 characters which is approximately 1 typewritten page in length.

Answers: ESS-NSN Inquiry, NSN research, requisition, load NSN D043- Research NSN and part number data FEDLOG-Research NSN and part number data LIMS and Discoverer- Run reports, research data GSA Advantage-Research product data, mainly GPC purchases

2. Please describe your experience applying supply regulations, policies and procedures. Your response will be limited to 4,000 characters, which approximately one typewritten page in length.

Answers: I manage supply regulations, policies and procedures with everything we do on a daily basis. If we are not following policy then we fail as a Supply Squadron and fail our customers which in end the mission fails.

GRADE: 12

1. Please describe your experience using automated supply systems and/or programs. Include in your response the name of the systems and/or programs you have used and your purpose for using them. Limit your response to 4,000 characters which is approximately 1 typewritten page in length.

Answers: ESS-NSN Inquiry, NSN research, requisition, load NSN D043- Research NSN and part number data FEDLOG-Research NSN and part number data LIMS and Discoverer- Run reports, research data GSA Advantage-Research product data, mainly GPC purchases

2. Please describe your experience in conducting research and analyzing and interpreting various management data, including guidelines and policies, to make logical decisions and improve efficiency. Your response will be limited to 4,000 characters, which approximately one typewritten page in length.

Answers: Daily research is conducted in various data bases. Supply process analysis is assembled monthly and discussed at a How Goes it meeting.

3. Please describe your experience applying supply regulations, policies and procedures. Your response will be limited to 4,000 characters, which approximately one typewritten page in length.

Answers: Manage supply regulations, policies and procedures with everything we do on a daily basis. If we are not following policy then we fail as a Supply Squadron and fail our customers.

GRADE: 09

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1. Please describe your experience using automated supply systems and/or programs. Include in your response the name of the systems and/or programs you have used and your purpose for using them. Limit your response to 4,000 characters which is approximately 1 typewritten page in length.

Answers: ESS-NSN Inquiry, NSN research, requisition, load NSN D043- Research NSN and part number data FEDLOG-Research NSN and part number data LIMS and Discoverer- Run reports, research data GSA Advantage-Research product data, mainly GPC purchases

GRADE: All Grades

1. PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions. Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume. For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page. After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy. Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page. If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

Answers:

2. In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

Answers:

3. We recommend that you print the questions and prepare your answers before you start the application process. If there are essay questions in this announcement, you can create your answer in a word processing program and then copy and paste it into the essay answer block.

Answers:

Resume

[REDACTED]

Availability: Job Type: Permanent
Work Schedule: Full-Time
Shift Work

Desired locations: US - MO

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US - NY

Work Experience: DOD Air Force
04/2015 - Present

[REDACTED]
Salary: \$69,784.00 USD Per Year
Whiteman AFB, MO 65305 US
Hours per week: 40
Series: 6907
Pay Plan: WS
Grade: 06
Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

Materials Handler Supervisor

Directs a 24 hour operation consisting of two elements (Aircraft Parts Store/Flight Service Center) and 24 personnel that supports all flight line supply needs. Responsible for overall quality of warehouse operations and after hours Customer Service Support. Manages daily data entry, loading National Stock Numbers (NSN) when needed, researching characteristic data and requisitioning assets for customers. Manage rejects by researching and reprocessing or clearing with the correct justification on a daily basis. Research and prepare monthly Supply analysis. Ensure daily customer needs and questions are answered in a timely manner. Manages the facility and equipment, plans schedule for subordinate workers, establishes deadlines and priority of work to be done in a safe and timely manner. Responsible for all warehouse storage, emergency and routine requisitions and physical inventory. Supervises the operations of forklifts and other mechanical warehouse equipment required in the performance of daily duties. Attends weekly meetings with Chain of Command to discuss work load, budget, manning and current Squadron events. Ensures security checks are completed daily along with weekly safety checks. Knowledge of warehouse practices and procedures. Run quarterly inspection checklist and have the ability to review inspection reports and correct any findings. Schedules and approves leave of subordinate employees and sets performance standards. Directs an expendable recovery, found on base and supply point program along with a due in from maintenance and product deficiency program. Directs eight stockrooms valued at \$178.4 million and five Mobility Readiness Spares Packages valued at \$714 million. Directs warehouse electrostatic devices , functional check and shelf life programs. Building facility manager, ensures all work orders are submitted through TRIRIGA system and completed. Government Purchase Card holder. Demands a work environment that is safe, healthy and free from harassment and discrimination.

DOD Air Force
03/2009 - 04/2015

[REDACTED]
Whiteman AFB, MO 65305 US
Hours per week: 40
Series: 2005
Pay Plan: GS
Grade: 07

Supervisor: [REDACTED]
Okay to contact this Supervisor: Yes

Inventory/Compliance Supervisor

Manage the work schedule for sections Non Commissioned Officers and Airmen. Prepare daily recurring reports related to supply management and procedures. Use various Supply systems to make inventory inputs and inquiries. Perform budgetary, administrative and statistical functions. Maintain cooperative working relationships with team members, related functional' s, customers and operating officials. Knowledge of Supply regulations AFI23-101, AFMAN 23-122, AFH 23-123 all volumes and how to navigate and conduct research. Perform 100% inventory annually on 30 thousand line items valued at 912 million dollars to ensure positive inventory control and security of Federal assets. Establish an inventory schedule per guidelines and publish each fiscal year. Orchestrate monthly and semiannual

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weapons inventory's along with semi annual classified, sensitive and pilferable equipment account inventory's. Perform annual analysis on inventory trends and a monthly analysis of adjusted assets. Perform quarterly and semi-annual self inspections on inventory element. Research all overage and missing assets while conducting inventories, have currently saved the Air Force well over 10 million dollars in erroneous adjustments to date. Supervise Military members, ensure all training, medical and deployment requirements are met. Handle all flight safety requirements, ensure section is compliant with DOD and AF regulations. Perform monthly safety spot checks and report all findings to Quality Assurance. Assist with annual Fire and Safety inspections with Wing and Fire safety inspectors. Building facility manager for 115 people in 107 thousand square foot building. Ensure all work orders are called in and followed through with to keep the integrity of the building sound.

United States Department of Agriculture

10/2008 - 03/2009

Unsure of address

Kansas City, MO 64137 US

Hours per week: 40

Series: 6907

Pay Plan: WS

Grade: 04

Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

Materials Handler Supervisor

Planned the work schedules of subordinate workers. Managed the equipment, facilities, and materials; adhered to work priorities, project schedules, resources, and detailed work plans established by higher level supervisors. Coordinated and scheduled delivery of material, and determined the best utilization of warehouse personnel and vehicles. Assigned tasks to be accomplished by material handlers on a daily basis, and conducted random quality assurance reviews and assured that work was performed effectively, efficiently, and that safety practices were observed. Participated with employees in the development of performance plans, and interviewed applicants for wage grade positions and made recommendations for staffing, promotion, employee performance ratings, recognition and discipline.

Performed a variety of material handling duties, preservation, packing and repacking of a variety of materials for storage and/or shipment.

Performed warehouse work to include receiving, stowing, stock selection, shipment, and distribution of veterinary material and equipment. Compared material with purchase orders and/or contracts to verify quantity and description. Completed and signed receiving documents; placed material in stock locations by appropriate stock number using proper handling, stacking and storing procedures. Oversaw and assured that stock pulling is accomplished after each daily run of the pick ticket; assisted in taking periodic inventories. Operated vehicles such as cargo tractors, stake trucks, jumbo tugs and a variety of forklift's. Played a key role in bringing a new supply system into the warehouse. Gave developers of system input to help better our process.

DOD Air Force

01/2005 - 09/2008

Whiteman AFB, MO US

Hours per week: 40

Series: 5703

Pay Plan: WG

Grade: 08

This a time-limited appointment or temporary promotion

Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

Motor Vehicle Operator

Drove tractor trailers and other vehicles having a gross vehicle weight (GVR) of more than

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32,000 pounds over public roads in a wide range of traffic conditions to transport cargo. Have Class A CDL w/ passenger endorsement. Operated one or more electric or diesel powered fork lift trucks such as 4K,6K,10K and 10K all terrain (AT) as well as hand trucks/pallet jacks. Drove one or more types of passenger buses that carry 16 or more passengers. Performed daily operator maintenance such as checking fluid levels and tire pressure. Maintained records and document actions such as operator inspection check list, accident/incident reports and training records. Used Standard Asset Tracking System (SATS) and a hand held terminal (HHT) to deliver property and equipment to customers. Used two-way radio to communicate with dispatcher and supervisor. Trained both new Military and civilian employees on the proper use of SATS and the HHT. Coordinated with document control daily on delinquent documents. Picked up from customers and delivered Due in from Maintenance (DIFM) parts to be turned into the repair cycle for disposition. Temp Position, had some breaks in service during this time frame.

United States Air Force

08/2002 - 09/2004

Whiteman AFB, MO US

Hours per week: 40

Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

Resource Management Supervisor

Was hand picked by Organization leadership to manage the budget execution and administration work involving the monitoring of obligations and actual expenditure of funds in excess of \$2.6 million. Evaluate and analyze the budget formulation work involving review and preparation of budget. Responsible for developing consolidated budget reviews and draft statements for justifying funding requirements. Provide technical training as modular monitor for automated business service system (ABSS). Provided monthly slide trend analysis of obligations. Define funds management indicators and initiate statistical analysis to determine organizations quarter funding. Oversaw the Government Purchase Card (GPC) program consisting of 21 card holders and more than 100 transactions monthly in excess of 70K. Oversaw the Government Travel Card program for more than 350 unit personnel. Coordinated error free end of fiscal year stock fund close out.

Education: State Fair Community College

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Community College Of The Air Force

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Park University

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Job Related Training: Professional Supply Management Certification Program (20 Hrs On Line completed to date) *Still enrolled

Supervisor Course, Whiteman AFB 2014 (42 Hrs Webinar)

Military Personnel Management Course MPMC, Whiteman AFB 2014 (16 Hrs Webinar)

AFSO 21 8 Steps Problem Solving, Whiteman AFB 2014 (8 Hrs class room)

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Defense Travel System AO/RO Training, Whiteman AFB 2014 (4 Hrs On Line Course)
Introduction to Supply Chain Management, Whiteman AFB, MO- 2008 (1 Hour On-Line Course).
Lean Management Basic, Whiteman AFB MO-2008 (1 Hour On Line Course).
Fundamentals of Logistics, Whiteman AFB, MO-2008 (4 Hour On Line Course).
Process Improvement Team Member, Whiteman AFB, MO-2008 (6 Hour On Line Course)
Supply Management Craftsman Course, Lackland AFB, TX-2003 (80 Hours).
Leadership Course, Whiteman AFB MO-2002 (240 Hours).
Supervisor Safety Training, Whiteman AFB MO-1999 (8 Hours)

Affiliations: VFW Post 4195
Annual Member

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Additional Information: Selected as Squadron Civilian Specialist/Manager of the Quarter/
July 2017. Selected to attend 2016 PHOENIX Stripe Leadership Conference at Scott
AFB/August 2016.

Received Certificate of Achievement Medal in December 2014. Laborer Craftsman of the
Quarter Award Jun-Sep 2005. Civilian Laborer of the Quarter Award Apr-Jun 2008. Civilian
Associate of the Quarter Award Jan-Mar 2011, Oct-Dec 2011, Jan-Mar 2012, Jan-Mar 2013.
Knowledge of Microsoft Word, Excel, and Power Point spreadsheets. Knowledge of Supply
regulations and procedures. Knowledge of safety and security regulations. Knowledge of
Standard base Supply System (SBSS). Knowledge of Government purchase card program (GPC)
and Government travel card (GTC). Excellent communication skills. Manage a work
environment free of discrimination, harassment and unethical practices. Managed budget
execution and expenditure of funds. Knowledge of MicroBAS, ABSS, AFI 65-601 VOL 1 Budget
Guidance and Procedures. Provide technical training for ABSS. Define funds management
indicators and initiate statistical analysis to determine organizational funding. Research
and gather information for up coming years financial plan (FINPLAN). Knowledge of unfunded
items. Ability to use a computer to enter and extract data. Active SECRET security
clearance.